



Woolwich Polytechnic
School for Girls



Woolwich Polytechnic School for Girls

Cover Supervisor Job Description

Job Purpose:

To work with curriculum teams and supervise students in the absence of teachers.

Key Responsibilities

- To be responsible for a class of students in lesson time with due regard for their health & safety and the school's high expectations and work ethos
- Communicate, distribute and supervise work that has been set by the teacher
- Manage the behaviour of pupils whilst they work to ensure a constructive environment
- Check that all students have completed set work in their dark green books at the end of the lesson (unless stated otherwise)
- To maintain good order and discipline amongst the pupils in line with the School Behaviour Policy to ensure a positive environment
- To report back to the appropriate person on any issues arising using the school's agreed referral procedures on the behaviour of pupils during the class
- Support organisation of detention duty and supervise detentions as required
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop
- To respond to any questions from pupils about processes and procedures
- Liaise with Heads of subject to provide support for the department when cover is not required
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school
- To assist in the creation and maintenance of curriculum resources and creation of visual displays in order to ensure a relevant physical learning environment.
- Make appropriate use of equipment and resources, including ICT
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required

- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- To cover registration as required.
- To supervise examinations as directed.

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with school's data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- To take part in all appropriate inset activities
- Undertake training as maybe required to fulfil the duties of the post.
- Participate in the development and delivery of the programme of out of hours extra-curricular/study activities and under the guidance and direction of teaching staff, take a lead role in providing teaching and supporting pupils involved.
- When not required as a Cover Supervisor to support in classrooms where needed.
- Be aware of and comply with all WPSfG policies and procedures including child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Duties and responsibilities of the post may change over time as requirements and circumstances change. This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Cover Supervisor

Qualifications

- Educated to degree level (desirable)
- GCSE Maths and English Grade C or above (or equivalent)
- NVQ 3 in Supporting Teaching and Learning (or equivalent)

Knowledge, Skills and Experience

- Experience working with students in a formal setting without immediate supervision
- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience in a classroom role including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Understanding of strategies for teaching and learning

- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

At Woolwich Polytechnic School for Girls we are committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility, we follow a rigorous selection process, which will include questions about safeguarding. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation.