



COVER SUPERVISOR

CHURCH HILL MIDDLE SCHOOL

Contract: Permanent, 32.5hrs per week, term-time only +5 additional days

Salary: Scale 6, SCP 18-22 (£23,088 to £24,670 actual)

Location: Church Hill Middle School, Redditch, B98 9LR

Start date: As soon as possible

Closing date: Monday 6th January 2025 at 09.00am

ADVERT

We are seeking to appoint a learning supervisor whose main responsibility is to manage classes during the short-term absence of teachers, ensuring that pre-prepared activities are undertaken by pupils. This is a pivotal role and the person appointed will work closely with teaching staff to ensure excellent learning for all pupils.

Are you interested in training to become a teacher? If so, this role will provide you with the experience required to apply to take up a place in our Trust initial teacher training programme and has been a route into teaching for previous cover supervisors in post.

The ability to demonstrate a positive but firm approach to pupils to support their learning is essential. Appropriate training will be provided. Other responsibilities will include: assisting with test/assessment invigilation, supporting extra-curricular opportunities and accompanying staff on school visits.

Church Hill Middle School is a small, caring community, committed to the academic, social and emotional development of all children. The staff are a friendly and welcoming team committed to achieving the very best for our children. Central to our school identity is belonging to the family of the Central Region Schools Trust, committed to social justice and equality of opportunity for all.

If you would like to visit Church Hill before submitting an application, please contact Mrs A Terry on 01527 962794 to arrange an appointment.

For details on how to apply please visit www.churchhill.worcs.sch.uk.

Completed applications should be submitted by 9.00am on Monday 6th January 2025. CV's will not be considered.

Job Description

Job Title: Cover Supervisor

Reporting to: Vice Principal

Location: Church Hill Middle School

Support for pupils

- To provide classroom supervision in the absence of the teacher, using appropriate skills/training/experience to support pupils
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- To uphold high expectations of pupil learning
- To uphold high expectations of pupil behaviour, in line with the school's Behaviour Policy
- To respond to questions and generally assist pupils to undertake set activities.
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Provide feedback to pupils in relation to progress and achievement

Support for teachers

- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate, commenting on learning and behaviour of pupils
- To complete appropriate administrative tasks e.g. Class register
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of system/records as requested
- Use skills and experience to manage safely classroom activities in different learning spaces (e.g. science labs, the gymnasium or the drama studio)

Support for the school

- To be available for break duty/lesson changeover
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To accompany visits and field trips as required
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To provide additional class support for teachers or carry out administrative tasks if not required for cover
- To support a range of duties when not required for cover during the working day
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake such other duties, training and/or hours of work as may be reasonable required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the health and Safety Policy
- Invigilate examinations and assessments as requested

Other duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.
- To participate in the School's emergency response arrangements as directed by the designated officer.

Contacts

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

- Internal: Teaching staff, Operations staff, Teaching Assistants, Students
- External: Schools and Colleges, parents, Community partners

Notes

- The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.
- All staff are responsible for promoting and safeguarding the safety and welfare of children and young people.
- All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.
- Duties which include the processing of any personal data must be undertaken within GDPR regulations and policies.

Person Specification

Criteria	Essential	Desirable	Identified
Education and Training	<ul style="list-style-type: none"> GCSE (or equivalent) pass at grade C or above in English/literacy and Maths/numeracy 	<ul style="list-style-type: none"> Evidence of further qualification 	<ul style="list-style-type: none"> Application form
Experience	<ul style="list-style-type: none"> Experience of working with young people Experience of undertaking administrative duties 	<ul style="list-style-type: none"> Experience of working with children in the 9-13 age range Experience of managing behaviour of young people 	<ul style="list-style-type: none"> Application form Letter Interview
Skills	<ul style="list-style-type: none"> Ability to present information to different audiences Ability to motivate people (especially 9-13 year old pupils) Ability to relate well to children and young people. Ability to use ICT effectively to support learning Ability to work under pressure 		<ul style="list-style-type: none"> Letter Interview
Interpersonal skills	<ul style="list-style-type: none"> Ability to work with initiative and as part of a team Ability to be flexible and work with tact, discretion and confidentiality High level communication skills Ability to relate to pupils, staff, parents Sense of humour 		<ul style="list-style-type: none"> Letter Interview
Other	<ul style="list-style-type: none"> Ability to relate to and promote the ethos of the school Excellent attendance and punctuality Willingness to undertake training as required 		<ul style="list-style-type: none"> Interview Reference



Need more advice?

Please see our website
(Central Region Schools Trust
- Founded by the RSA)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate is required to undergo an Enhanced DBS check with Children's barred list.

Central Regions Schools Trust – Social Justice through Exceptional Schools’.



**Central Region
Schools Trust**

Founded by the RSA

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