



Vacancy Details

Job title: Cover Supervisor

Department: Across all departments

Responsible to: Senior Leadership Team

Salary: £20,000

Hours of work: Monday to Thursday 08.00 – 17.00, Friday 08.00 – 15.00

Terms: Permanent, full time

Starting: September 2018

Summary of the role

This role would suit someone who already has some experience of an educational environment and/or working with secondary school age pupils in some capacity. It would suit an individual who is considering embarking on a teacher training route further down the line and who has aspirations to be a teacher as a long term career.

School overview

Marylebone Boys' School is a Free School which opened in September 2014. We now have 480 boys in Years 7-10 and we will keep growing year by year until the school is full. We will add a mixed Sixth Form from 2019 and will eventually have over 800 pupils studying at our school.

We are an inner-city boys' school with a cohort of 50% Pupil Premium students. We are an academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Expectations are high for all pupils. Those who need extra time and support will be helped and expected to achieve their full potential. Our motto is "studio et industria", which can be translated as "through application and hard work".

In September 2018 we will move to our permanent site, a brand new school located in the heart of the prestigious Paddington Basin area. We will be part of a wider development by Westminster City Council, just a stone's throw from Paddington Station with all the benefits of Crossrail as well as the existing Underground and National Rail connections.

We follow safer recruitment practices and appointments are subject to a satisfactory enhanced DBS.

JOB DESCRIPTION

Purpose:	<ul style="list-style-type: none">• Record the attendance of students in each lesson covered.• Deliver learning activities to pupils as set by the teacher.• Supervise pupils whilst engaged in learning activities.• Ensure that, as best as is possible, learning objectives set by the teacher are achieved.• Engage with the MBS teaching and learning pledge and behaviour for learning policy to ensure lessons promote student engagement and excellent behaviour.• Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.• Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.• Ensure completed work is collected and stored or passed on to appropriate teacher.• Respond to any questions from pupils about process and procedures.• Deal with any immediate problems or emergencies according to the school's policies and procedures.• Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.• Be open to and engage with teaching and learning training.
Administrative responsibilities:	<ul style="list-style-type: none">• Coordinate cover in the event of staff absence.• Manage the allocation of cover resources within the school on a daily basis.• Liaise with agencies where needed to book external cover supply.

	<ul style="list-style-type: none"> • Collate work and relevant information for external cover supply. • Provide administrative support when not covering lessons or arranging cover.
Responsible to:	<ul style="list-style-type: none"> • Senior Leadership Team.
Responsible for:	<ul style="list-style-type: none"> • Pupils: during lesson supervision. • Teachers: ensure appropriate delivery of lessons and provide accurate feedback with relevant lessons to teacher. • Curriculum: support the use of ICT and make use of equipment and resources.
Liaising with:	<ul style="list-style-type: none"> • All levels of staff.
General professional responsibilities:	<ul style="list-style-type: none"> • Support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies. • Act as a role model to students in respect of dress, attendance and punctuality and general conduct. • Undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Headteacher/Senior Leadership Team. • Fulfil the conditions of employment for school teachers, as laid down in the postholder's contract and the 2012 Teachers' Standards in England. • Be willing to 'roll up your sleeves' and exhibit a high level of flexibility within the role that would be necessary within a new and fast-growing school environment.
Pastoral responsibilities:	<ul style="list-style-type: none"> • Take responsibility for promoting and safeguarding the welfare of children and young persons.

	<ul style="list-style-type: none"> • Promote good attendance and punctuality and monitor in accordance with the school's attendance policy. • Attend and contribute to school assemblies and a daily act of worship as required in maintained schools and respect the school's Christian ethos.
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PERSON SPECIFICATION

	Essential	Desirable
Qualifications	5 GCSEs including English and Maths at C or above.	2:1 level degree in relevant subject. Strong A-Level grades in relevant subject(s).
Experience	Experience of working with children of the relevant age. Understanding of the curricular requirements of the school. Ability to manage pupils in a classroom setting. Use of ICT in the classroom. Urban teaching environment	School experience would be an advantage. Experience in assisting or teaching students. Experience of class management.
Knowledge	Excellent command of the English language. Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop. Evidence of the ability to consult and seek advice and professional support as necessary.	An understanding of school administration.
Skills	Accurate and fluent written communication skills. Ability to deploy behaviour management strategies effectively. Competence in the use of ICT to support teaching and learning.	The ability to inspire, motivate and support pupils, staff, parents/carers and colleagues. Ability to orally communicate effectively with a range of audiences.

	<p>Effective time management and ability to work on own initiative.</p> <p>The ability to develop positive relationships.</p> <p>Understand the needs of pupils and parents.</p>	<p>Good relationships with: Colleagues, Line Managers, Pupils and Parents.</p>
Attributes	<p>Ability to work independently within a team.</p> <p>Commitment to inclusion.</p> <p>High expectations of pupil behaviour and achievement.</p> <p>Sees tasks through fully.</p> <p>Is happy to work in an environment of change and growth.</p> <p>A good sense of humour.</p>	

APPLICATION PROCESS

- Contact us if you would like more information about the school or the position on jobs@maryleboneschool.org.
- Complete the application form fully, including the separate supporting statement (maximum 2 pages).
- Send your applications to jobs@maryleboneschool.org.
- The deadline for this post Friday 20 July, however we may invite candidates for interview upon receipt of suitable applications.

INTERVIEW PROCESS

- We will only interview candidates who provide 2 satisfactory references in advance, of whom one must be your current Headteacher if you are currently working in a school.
- The interview process will include an interview and a series of administrative tasks to complete.
- We will inform all invited candidates of the outcome of their application and offer feedback to those who are unsuccessful.