



Senior Cover Supervisor Application Pack

Application Forms

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Senior Cover Supervisor

Part time, 31.25 Hours per week, Monday to Friday term time only

Actual Salary £16,180 - £17,740 pa depending on experience

We are looking for someone with excellent communication skills and confidence working with secondary school students to lead our team of Cover Supervisors in their supervision of classes during the short-term absence of the assigned teacher as well as provide cover. You will lead the team of Cover Supervisors in relation to induction training, performance management, development and co-ordination. You would be the key point of contact and liaise with staff, including the Senior Leadership Team regarding cover. Ensure that cover work is delivered to students using the tools provided, including completing the class register, managing the behaviour of students whilst in the classroom within the guidelines of the school's behaviour policy.

If you are a team player who is interested in working with young people in a classroom environment, perhaps with previous experience as a Cover Supervisor in an educational environment please refer to our school website www.furzeplatt.com. Application forms should be returned to gill.dandridge@furzeplatt.net. Only applications submitted on the school application form will be considered.

Closing date: Wednesday 14th November 2018
Interviews will take place: week commencing 19th November 2018



Senior Cover Supervisor

Job Description: Senior Cover Supervisor

Line Manager:	Deputy Headteacher
Main Purpose of Role:	To lead the team of Cover Supervisor in their supervision of classes during the short-term absence of the assigned teacher.

Main Responsibilities:

1. To lead the team of Cover Supervisors, with regards to induction training, performance management, development and coordination.
2. Be the key point of contact and liaise with staff, including the Senior Leadership Team with any issues regarding the Cover Supervisors.
3. Ensure classes enter and exit in an orderly fashion, taking appropriate action with the school's behaviour policy.
4. Ensure pupils sit according to the teacher's seating plan.
5. Complete the class register.
6. Instruct students about the work set by the teacher, ensuring understanding of the task set. For example, go through a Power Point, show video clips, writing examples on the white board, read through text with class, lead a class discussion, organise group work, supervise PE and Drama activities, assisting students with the use of laptops.
7. Manage the behaviour of students whilst in the classroom within the guidelines of the school's behaviour policy, referring students on inappropriate behaviour to the Head of Department or Head of House.
8. Monitor students to ensure they are on task, working in a safe way and completing the work set to the best of their ability.
9. Issue behaviour points to students via Go4Schools in accordance with the guidelines set.
10. Collect and return work to the teacher as required.
11. Ensure the classroom is left in an acceptable condition for the next lesson.
12. Email the teacher with any issues.
13. Deal with immediate problems or emergencies according to the school's policy.
14. Perform duties in line with Health and Safety rules and to take remedial action where hazards are identified. Where a hazard is serious report to a member of the Senior Leadership Team (SLT) immediately.

OTHER

1. Carry out staff appraisals of Cover Supervisors.
2. Assume the role of form tutor in the absence of teachers and follow the guidelines set out in the staff guide under Tutor Time Activities.
3. Assist the Administration Team with ad-hoc tasks such as student filing, confidential shredding or other suitable tasks.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Senior Cover Supervisor

Person Specification: Senior Cover Supervisor

	Essential	Desirable	How to be tested
Qualification criteria: <ol style="list-style-type: none"> 5 good GCSEs inc English & Maths at Grade C or above (or equivalent). Educated to A level (or equivalent). Basic knowledge of Microsoft Office. Eligible to work in the UK. 	✓ ✓ ✓	✓	Application form
Experience of: <ol style="list-style-type: none"> Working with or interacting with children and/or young people. Working in an educational environment. Leading a small team of people. 	✓	✓ ✓	Application form and interview
Behaviours, Skills and Strengths: <ol style="list-style-type: none"> Be willing to develop an awareness of and support difference and ensure that pupils have equality of access to opportunities to learn and develop. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person. A willingness to acquire an understanding of the educational objectives and ethos of the school. Able to relate sympathetically to young people. Able to communicate effectively, confidently and sensitively with staff and students. Able to work well under pressure and be decisive in a busy school environment. Ability to work with a minimum of supervision and within a team. Ability to manage pupils in a classroom setting. Good organisational skills and able to manage own time, prioritise and use initiative. Confident using a laptop. High levels of honesty and integrity. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		Application form and interview
Other: <ol style="list-style-type: none"> This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children. 	✓ ✓		DBS Process References