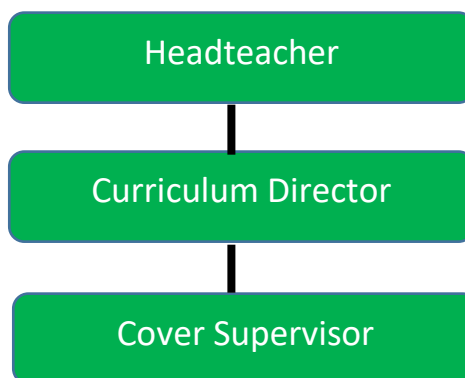


Post Details		Last Updated:    October 2018	
Department:	Cover Team		
Job Title:	Cover Supervisor		
Grade:	4	08.00-16.00	
Salary:	FTE £19,917 pa Actual Salary £17,168 pa	38 weeks (term time) + 5 inset days	
Responsible to:	Deputy Headteacher		
Responsible for:	N/A		
<b><u>Job Purpose:</u></b>			
To supervise groups of students working independently in subjects across the curriculum.			
<b><u>Background Information/Relationships</u></b>			
The post holder will be required to maintain a close working relationship with Heads of Department.			
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i>			
<i>Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>			
Job descriptions are subject to annual review and specific responsibilities may change to take account of the school improvement plan and staff professional development. All staff should promote the school ethos, and health and safety, and contribute to continuous school improvement.			
To contribute to the wellbeing and development of the school by teaching, inspiring, guiding and caring for students inside and outside the classroom. To ensure that all students make outstanding progress and achieve targets and fully implementing policies and procedures.			
Person Specification			
Qualifications and Professional Memberships			Essential/ Desirable
Educated to GCSE standard or equivalent with passes including English and Maths at Grade C or above			E
Technical Competencies (Experience and Knowledge)			Essential/ Desirable
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others			E
Must be ICT literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically, operate the school’s database, produce and operate spreadsheet packages, produce analyses, use email.			E

Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.	E
Be able to work in an organised and methodical way and have sound organisational and coordination skills.	E
Be able to work effectively under pressure.	E
Be able to maintain confidentiality.	E
<b>Planning and Organising Resources</b>	
Ability to plan, prioritise and organise work and resources for self and others.	E
Be able to work accurately and to work to set deadlines.	E

<b>Initiative &amp; Problem Solving</b>	
Ability to work without close supervision and maintain a high quality of work.	E
Ability to demonstrate the use of initiative and creativity in resolving problems.	E
<b>Analysis &amp; Research</b>	
Ability to produce relevant statistical information, business reports and make presentations, as required	E
Experience of conducting research, identifying appropriate methods of analysis	E
Ability to analyse routine data or information using predetermined procedures and gathering the information from standard sources	D
<b>Team Development</b>	
Ability and interest in the encouragement and support of others in the team.	E
Ability to share knowledge in a coaching/mentoring role.	E
<b>Communication</b>	3
Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising Teamwork	2
Continuous Improvement	2
Creative and Analytical Thinking	1
Influencing, Persuasion and Negotiation Skills	3

<b>Organisational Information</b>	
<b>All staff are expected to:</b>	
Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.	
Help maintain a safe working environment by:	
<ul style="list-style-type: none"> <li>Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>Following local codes of safe working practices and the school's Health and Safety Policy.</li> <li>Undertake such other duties within the scope of the post as may be requested by your Manager.</li> </ul>	



### Main Responsibilities/Activities:

***This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.***

***More specifically the post holder will be expected to:***

**Key responsibilities:** the main responsibilities of the post will include:

To supervise groups of students working independently in subjects across the curriculum.

To take the register in the first ten minutes and to follow-up any truancy concerns with SIC

- To support students to complete the work set to the best of their ability, engaging in the lesson materials with enthusiasm
- To feedback to Heads of Department of any causes for concern, this could include the quality or appropriateness of cover work set, alternatively this could be the about students engagement levels etc.
- To ensure students follow the John Roan behaviour for learning policy
- To Supervise Post 16 students working independently
- To invigilate examinations where necessary, including the organising and setting up of exam materials and equipment
- To Set up and prepare cover work
- To support teaching staff in lessons, as directed
- To be first aider
- To participate in The John Roan trips/visits when requested
- To support in central administration whenever required
- To assist with student filing
- To be responsible for own professional development, identifying training needs and requesting courses as appropriate
- To complete any other reasonable duties as commensurate with the grading of the post.

To work as a member of the support staff team and carry out all duties within the guidelines of the Workforce Reform Regulations.

To comply with the requirements of Health and Safety, other relevant legislations and school policies, and understand and comply with the School's equal opportunities policy.

## **GENERAL/WHOLE SCHOOL RESPONSIBILITIES**

- To receive all visitors in a courteous manner and direct them as appropriate and in compliance with the schools code of practice and ethos.
- To present the school in a positive manner at all times
- To carry out any other duties in line with the level of responsibility of the post at the direction of the Senior Leadership Team

All the above duties and responsibilities to be carried out in accordance with the Royal Borough of Greenwich's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety. Any other duties and responsibilities appropriate to the grade and role