

Job Description

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure and Barring Scheme, although a criminal record will not necessarily be a bar to obtaining the position.

Post Title: Casual Cover Supervisor

Salary: £10.20 Per Hour

Hours: Casual Hours

Responsible to: Business Manager

Key Function:

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in learning so that they make progress in line with the school's policies and procedures.

Main Duties:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

(a) General

1. To deliver lessons as per the instructions and resources provided.
2. To be adaptable and flexible, working under your own initiative on occasions, to structure lessons effectively.
3. To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
4. Under the agreed system of supervision, during the short-term absence of the classroom teacher, to supervise pupils undertaking work which has been set in accordance with the school policy.

5. To manage pupil behaviour and deal promptly with conflict and incidents in line with established school policy.
6. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.
7. To return the work completed by pupils to the appropriate teacher and feedback on any behavioural or other issues, using the school's agreed referral procedures.
8. To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
9. To undertake activities as directed by the teacher, with whole classes, individuals or small groups of pupils.
10. To follow the school policy documents and schemes of work and keep updated with school and National Curriculum documentation.
11. To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests.
12. Under teacher overall control, accept shared responsibility for the creation of a safe environment for pupils within and outside the classroom and comply with the appropriate policies and procedures, reporting all concerns to an appropriate person.
13. Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examinations.
14. To administer, assess and mark tests.
15. Assisting in preparing the learning environment and the materials used therein.
16. Ensuring supervision of pupils when on duty.
17. Assisting in administration duties when not on cover.
18. Assisting with the management of student behaviour to ensure a constructive working environment in line with the behaviour for learning policy.

(b) Classroom Organisation

1. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
2. To demonstrate creativity in assisting with the practical resourcing of the classroom.

(c) Pupil Support

1. To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils in the classroom.

2. To provide feedback to pupils in relation to progress and achievement.

(d) School Support, Welfare and other duties

1. To undertake planned supervision of pupils' out of school hours learning activities and supervise pupils on visits and trips.
2. To supervise other Support Assistants as required and assist in the training and development of staff as appropriate.
3. To promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
4. To act as additional First Aider for the school and to assist in the swift and orderly evacuation of the school (as per the Critical Incident Policy)
5. Attend and participate in such Staff Meetings / other working groups as are appropriate to the role.
6. Attend and participate in training and staff development programmes as per the school's Staff Development Policy
7. Any other reasonable tasks commensurate with the role

Signed: (Line Manager)

Date:

Signed: (Job Holder)

Date.....

It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.

Person Specification for role of Cover Supervisor

Factor	Essential	Desirable
<u>EXPERIENCE</u>	<ul style="list-style-type: none"> Substantial experience of working with secondary age children in a structured setting (eg school or club) 	<ul style="list-style-type: none"> One year's experience of working to support children's learning, gained in a relevant environment.
<u>QUALIFICATIONS/ TRAINING</u>	<ul style="list-style-type: none"> 5+ A-C grades at GCSE (or equivalent) including Maths and English Qualified to degree level. 	<ul style="list-style-type: none"> NVQ Level 4 for Teaching Assistants (or recognised equivalent qualification) – or commitment to attain this after appointment

Factor	Essential	Desirable
<u>KNOWLEDGE/ SKILLS</u>	<ul style="list-style-type: none"> • Understanding of how to deliver/plan effective lessons • Understanding of the principles of child development and learning processes. • Proficient use of computerised systems including Microsoft Word, Excel • Ability to prioritise your workload • Use of other equipment technology – video, photocopier. • Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work. • Well developed interpersonal skills to be able to relate well to a wide range of people (students, staff, parents etc.). • Ability to demonstrate good interpersonal skills with staff, pupils and parents • Have commitment to own personal and professional development. • A willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with. 	<ul style="list-style-type: none"> • Ability to plan effective actions for pupils at risk of underachieving. • Effective use of ICT to support learning. • Working knowledge of Outlook, PowerPoint and databases • Full working knowledge of relevant policies/codes of practice including school performance management policies. • A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery • In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years

Factor	Essential	Desirable
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<u>KNOWLEDGE/ SKILLS CONT.</u>	<ul style="list-style-type: none"> You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) 	
<u>PERSONAL QUALITIES</u>	<ul style="list-style-type: none"> Ability to work on your own Ability to work in a demanding environment Able to plan own workload and respond flexibly to changing circumstances Set high standards for self and others Demonstrate emotional resilience Ability to reflect on practice. Be able to deal tactfully with people who may be anxious or irate Ability to work as a member of a team and to provide advice to others Good attendance record Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues Understanding of school child safeguarding procedures No contra-indications for working with children (as part of the safeguarding process). 	

Please note any issues identified in your reference will be taken up at interview.

All offers of appointment are subject to:

- a) **Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- b) **Satisfactory references.** One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- c) **Confirmation of correct National Insurance number** through checks with the relevant government agencies
- d) **Disclosure and Barring clearance at the enhanced level**
- e) **Eligibility to work in the UK** by providing a relevant document as specified by the Asylum and Immigration Act 1996
- f) **Evidence of qualifications** outlined on your application form