# Writhlington School

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| **Job Title** | Cover Supervisor |
| **Responsible to** | Deputy Head |
| **Hours of Work** | 34 hours per week term time only (Including Inset Days) |
| **Grade** | Grade O |
| **Job Purpose** | To provide cover supervision for absent teachers. When not required for cover supervision to provide general support within a Department. |

**Principal Accountabilities and Standards**

* To cover lessons: distribute and explain to students the work set by absent teachers, give help and support, keep students on task and respond appropriately to questions
* To be familiar with the Schemes of Work, Lesson Plans and associated resources used within the courses offered at all key stages
* To ensure that you work with teachers in such a way as to understand how to access lesson plans in the Department
* To understand the Department’s working practices
* To manage the work and behaviour of the students constructively and take relevant action. To report back on student behaviour to the Subject Leader
* Deal with any immediate problems and emergencies
* To work in accordance with the Staff Handbook and the school’s Behaviour Management Policy
* To collect work and materials at the end of the lesson, ensure that the class teacher receives them and give feedback to either the teacher or Subject Leader
* Ensure all text books and other materials are properly stored at the end of the lesson
* To ensure that students enter and leave the classroom in a calm and orderly manner
* At the end of the lesson, supervise the corridor area outside of the classroom as students leave
* To use the appropriate procedures to access all resources required for effective cover lessons to take place within the Department
* To establish routines for the collection of resources for cover lessons within the Department and to be familiar with similar procedures in other Departments within the school
* To ensure the work and cover sheet is returned to the designated area within each Department. In the event of a long term absence, the work should be returned to the Subject Leader or to another nominated teacher

**Department Support**

* To provide assistance to individual students or to a group of students, as directed by the class teacher. This will include supporting students with practical, organisational and academic tasks
* To withdraw individuals and small groups to enable intensive work to take place
* To be an effective member of the Department
* To attend all subject meetings associated with the Department
* To maintain and develop learning resources within the Department
* To liaise with subject teachers in order to prepare work when involved in class support
* Escorting students to the Learning Resource Centre or other areas of the school
* Assisting on educational trips

**School Support**

* To undertake 'Duty' by supervising students during break-times, on a rota basis
* To maintain confidentiality according to organisation and legal requirements
* To adhere to the school’s policies and principles and health & safety regulations
* To participate in training as directed by the Line Manager
* To actively participate in the Performance Review process
* To make use of the school’s professional development opportunities
* To attend staff meetings and other activities where relevant
* To undertake other duties that can be reasonably expected of and are relevant to the level and nature of the post

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS with a check against the Barred list is required for the successful candidate.**

# Person Specification - Cover Supervisor

It is expected that the post holder will possess the following attributes:

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | Good general education including English and Mathematics to GCSE Level or equivalent  Study at Level 3 (Advanced Level or equivalent) in any subject  A willingness to undergo further training and personal development | Degree in subject area chosen  HLTA Qualification or working towards |
| Knowledge, Skills & Experience | Some experience with secondary age children in a paid voluntary or domestic environment  An interest in children’s development and in a wide range of issues concerning their education and welfare.  Computer literate with ability to undertake administrative tasks and create resources electronically | Experience of working in a secondary school environment  Specialism in one curriculum area |
| Personal Qualities | Commitment and desire to fully contribute to the opportunities presented by the School  Uses initiative to deliver results and overcome issues  Can tolerate pressure and manage workload to meet deadlines  Relates well to students and can exercise authority  Adopts a collaborative approach  Adapts to changing needs and circumstances quickly and positively  Reports clearly and thoroughly on work completed  Brings new ideas to the School/Department  Can be relied upon  Committed to the protection and safeguarding of children and young people  Values and respects the views and needs of children  Values and respects the different experiences, ideas and backgrounds others can bring to work and to teams  Role models behaviour commensurate to the post and which promote the School’s core values |  |

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