**Ash Manor School**

**Aspire and Achieve**



**JOB DESCRIPTION & PERSON SPECIFICATION**

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| **CONTRACTUAL DETAILS**  |
| Post Title:  | Cover Supervisor  |
| Grade:  | Surrey Grade S7  |
| Hours:  | 35 hours per week, 39 weeks per year (term time only) incl 5 days INSET  |
| Line managed by:  | Assistant Headteacher |
| Line management of:  | Cover teacher  |
| **ROLE PURPOSE**  |
| *This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.*  To facilitate high quality learning within the classroom in the absence of regular teaching staff  |
| **CORE ACOUNTABILITIES & ABILITY STATEMENTS**  |
| **Learning and Teaching** * Cover lessons for absence teachers by implementing instructions left by the absent teacher or by another qualified teacher
* Work with colleagues to support high standards of behaviour and attainment
* To assist students where possible and, if necessary, seek appropriate assistance or advice
* To return work, etc., to the class teacher and inform him/her of the point reached by the students
* To accompany staff on school visits and work under the direction of visit organiser

**Administration*** Liaise with cover agencies to secure staff when required
* Support and monitor external cover staff
* Maintain records of cover implemented
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| **Other duties and responsibilities** * To provide support for student’s emotional and social needs by encouraging and modelling positive behaviour in line with the School’s Behaviour policy and demonstrating high expectations of work and behaviour
* To manage own record keeping in respect of individual students’ development, progress and attainment as appropriate
* To assist with the general pastoral care of the students, including helping students who are sick, distressed or injured
* To undertake exam invigilation when required, maintaining the rules set out by external examination boards and in‐house regulators
* To attend relevant meetings and participate in training opportunities and performance development as required
* To undertake any other duties as may be reasonably required.

**Liaison** * Teachers
* Support Staff
* Students

 **Corporate & statutory initiatives – equalities/health & safety**  * Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace
* To undertake training as required

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| Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.  This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the Job which are commensurate with the salary and Job Title.  **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**   |

Signed by Job Holder: ......................................................................... Date: ………………………..

Signed by Line Manager: .................................................................... Date: ………………………..

 **COVER SUPERVISOR: PERSON SPECIFICATION**

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| **Attributes**  | **Essential**  | **Desirable**  | **Evidence**  |
| Education, Training and Qualifications  | GCSEs grade C or above, including Maths and English  | Level 3 or higherqualifications Evidence of recent and relevant training  | Application form and letter  |
| Experience and Knowledge  | Working as part of a team  |  Working effectively in an education environment or with young people  | Application form, letter and reference  |
| Skills and Abilities  | Anticipate problems, develop creative solutions Listen to and reflect on feedback from others High level of verbal and non-verbal communication skills Strong level of ICT skills Excellent personal presentation Able to build and maintain positive relationships with individuals Prioritise, plan and organise self  |  Use of SIMS or equivalent  | Letter References Interview   |
| Motivation and Personality  | An interest in educational issues A commitment to inclusion Positive attitude Genuine concern for the welfare of others Initiative and self-motivator Calm disposition Approachable with a good sense of humour  |   | Letter References Interview  |
| Personal  | Willing to accept the demands and challenges of the post and respond in a flexible manner Committed to safeguarding and promoting the welfare of students and Ash manor School  |   | References Interview  |
| Safeguarding  | **The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.**  |