

JOB DESCRIPTION



JOB TITLE: COVER SUPERVISOR
(FIXED TERM UNTIL 31/08/2019)

POST NO: NREQ0286

SALARY: BFA HAY 9 SCALE

JOB PURPOSE

Cover supervisor jobs offer a fantastic opportunity for individuals looking to gain teaching and classroom experience before completing a PGCE.

DUTIES AND RESPONSIBILITIES

As a cover supervisor your role and responsibilities will include:

- Covering lessons in the absence of the timetabled teacher.
- Supervising the delivery of the cover work by effectively communicating the work set to students.
- Ensuring that the required resources needed in order to effectively deliver the covered lessons are available.
- Managing the behaviour of pupils whilst they are undertaking set work to ensure a positive learning environment.
- Responding to any questions from pupils about process and procedures.
- Dealing with any immediate problems or emergencies in accordance with school policy and procedures.
- Support specialist advisers and pastoral support where needed.
- Collecting completed work after lesson and returning it to the appropriate teacher.
- Reporting back as appropriate, using the school's standard procedures on the behaviour of pupils during the class, and any issues arising.

SUPERVISION RECEIVED

This post will report to the SENDCo.

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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Inspirational Futures Trust on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to BFA's Health and Safety Policies in respect to their specific duties and responsibilities.

CONDITIONS OF SERVICE

The BFA standard contract of service applies:

SALARY

BFA HAY 9 Scale: £17,839.82 – 20,208.26 per annum.

HOURS

Hours of attendance: 37 hours per week.

This post is 39 weeks per annum on a term time only basis plus 5 flexible days.

SPECIAL NOTES AND CONDITIONS

The Job Description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

Bristol Futures Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the qualification whilst in post.</i>	✓	
Willingness to commit to bespoke BFA training.	✓	
Bachelor's Degree and Postgraduate Degree / Certificate in Education.		✓
Qualified to at least Level 3.	✓	
Relevant experience of successfully working with students in a classroom environment, particularly with Secondary, SEND and SEMH pupils.	✓	
Sensitivity with a professional approach to the many and varied needs of young people from a variety of backgrounds and abilities.	✓	
Excellent organisation and administrative skills.	✓	
Innovative, flexible and responsive approach to the delivery of additional learning support.	✓	
Highly adaptable due to an irregular timetable	✓	
Excellent interpersonal skills and the ability to work as a team.	✓	
A First Aid qualification or the willingness to undertake a basic First Aid course.		✓
Computer literacy.	✓	
Highly motivated and committed to Alternative Provision.	✓	
Excellent communication skills.	✓	
Experience of differentiating work for students.	✓	
Willingness to support with medical needs of students.		✓