



Vacancy Details

Job title: Cover Supervisor

Department: Across all departments

Responsible to: Senior Leadership Team

Salary: Negotiable upon experience.

Hours of work: Monday to Thursday 08.00 – 17.00, Friday 08.00 – 15.00

Terms: Permanent, full time

Overview

Marylebone Boys' School opened in September 2014 and is 'full', with 360 Year 7-9 pupils, and over the next four years will grow to include Year 10, Year 11 and mixed Sixth Form. The school is a traditional academically rigorous school with an emphasis on good behaviour, commitment to learning and outstanding teaching, where knowledge is valued and available to all who are prepared to work for it. Our motto is "studio et industria" - "through application and hard work". Expectations are high for all pupils and staff. Those who need extra time and support are helped and are expected to achieve their full potential.

We follow safer recruitment practices and appointments are subject to a satisfactory enhanced DBS.

JOB DESCRIPTION

Purpose:	<ul style="list-style-type: none">• Record the attendance of students in each lesson covered.• Deliver learning activities to pupils as set by the teacher.• Supervise pupils whilst engaged in learning activities.• Ensure that, as best as is possible, learning objectives set by the teacher are achieved.
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	<ul style="list-style-type: none"> • Engage with the MBS teaching and learning pledge and behaviour for learning policy to ensure lessons promote student engagement and excellent behaviour. • Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained. • Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons. • Ensure completed work is collected and stored or passed on to appropriate teacher. • Respond to any questions from pupils about process and procedures. • Deal with any immediate problems or emergencies according to the school's policies and procedures. • Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person. • Be open to and engage with teaching and learning training.
Administrative responsibilities:	<ul style="list-style-type: none"> • Coordinate cover in the event of staff absence. • Manage the allocation of cover resources within the school on a daily basis. • Liaise with agencies where needed to book external cover supply. • Collate work and relevant information for external cover supply. • Provide administrative support when not covering lessons or arranging cover.
Responsible to:	<ul style="list-style-type: none"> • Senior Leadership Team.
Responsible for:	<ul style="list-style-type: none"> • Pupils: during lesson supervision. • Teachers: ensure appropriate delivery of lessons and provide accurate feedback with relevant lessons to teacher.

	<ul style="list-style-type: none"> Curriculum: support the use of ICT and make use of equipment and resources.
Liaising with:	<ul style="list-style-type: none"> All levels of staff.
General professional responsibilities:	<ul style="list-style-type: none"> Support and implement all relevant teaching and learning area policies, including the Code of Conduct for staff and whole school policies. Act as a role model to students in respect of dress, attendance and punctuality and general conduct. Undertake professional duties and responsibilities necessary for the smooth running of the school, as may be reasonably assigned to them by the Headteacher/Senior Leadership Team. Fulfil the conditions of employment for school teachers, as laid down in the postholder's contract and the 2012 Teachers' Standards in England. Be willing to 'roll up your sleeves' and exhibit a high level of flexibility within the role that would be necessary within a new and fast-growing school environment.
Pastoral responsibilities:	<ul style="list-style-type: none"> Take responsibility for promoting and safeguarding the welfare of children and young persons. Promote good attendance and punctuality and monitor in accordance with the school's attendance policy. Attend and contribute to school assemblies and a daily act of worship as required in maintained schools and respect the school's Christian ethos.

Application process

- Contact us if you would like more information about the school or the position on jobs@maryleboneschool.org.
- Please also complete a letter of application (no more than two sides of A4).
- We will interview applicants on receipt of suitable applications.
- We will only interview candidates who provide 2 satisfactory references in advance, of whom one must be your current Headteacher if you are currently working in a school.
- The interview process will include an interview and a series of administrative tasks to complete.
- We will inform all candidates of the outcome of their application and offer feedback to those who are unsuccessful.
- Send your applications to jobs@maryleboneschool.org