

Job Description-Support Staff

Job Title	Cover Supervisor	
Name of Post Holder:		
Responsible to	The Headteacher via Lead Cover Supervisor	
Establishment/ location	Wood Green School, Woodstock Road, Witney OX28 1DX	
Review date of Job Description	January 2019	
Grade/salary	Local Government Service Grade 6	
Hours/working time	30 hours a week Mon, Tues, Thurs and Fri 8.20am – 3.05pm Wed 8.20am – 2.05pm	
Purpose of Post	As a Cover Supervisor, you would be required to supervise classes or groups of students while they carry out pre-prepared work. Evidence of confidence and competence in managing young people is essential.	

General Duties:

- To register and record student attendance in lessons
- To instruct students regarding work left by their subject teacher.
- To provide any resources needed for work left by the subject teacher whose lesson is being covered.
- To supervise the work that has been set in accordance with school policy.
- To manage the behaviour of students while they undertake this work. To ensure a calm and purposeful working atmosphere.
- To respond to any questions from students about processes and procedures.
- To deal with any immediate problems or emergencies according to school policy and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To report back as appropriate using the school's referral procedures on the behaviour of students during the lesson and any issues arising.
- To manage necessary resources effectively and ensure the room is left clean, tidy and ready for the next lesson.
- To work either independently or as part of a team cover supervision as appropriate.

Other Duties:

- When not required for supervision as described above, the Cover Supervisor will be
 available to be deployed in the school to support teaching and learning in a wider role.
 This may, for example, involve working with individual students or small groups of
 students or supporting the Special Educational Needs Department. It may also involve
 invigilation of examinations, accompanying school trips or general administrative duties
 including filing, photocopying.
- Willingness to assist in other roles according to the successful candidate's area of interest and expertise.
- To carry out other tasks and responsibilities that may reasonably be required by the

Headteacher.

GENERAL ACCOUNTABILITIES

General Duties Undertake any necessary training Attend staff meetings where relevant Be aware of and support difference and ensure equal opportunities for all. Establish constructive relationships and communicate with other agencies/professionals. Recognise own strengths and areas of expertise and use these to advise and support others. To have due regard for health and safety in the workplace To be familiar with, and adhere to, relevant parts of the school's Health and Safety Policy Health and Safety Co-operate with health and safety requirements Report all known defects Use, but do not misuse anything provided for your health, safety and welfare Do not undertake unsafe acts Inform Head of Establishment of any 'Near-Misses' Be familiar with the emergency action plans for fire, first aid and security issues Undertake specific designated duties regarding emergency evacuation Raise health and safety and environmental issues with students Any task which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent **Organisational** colleagues and/or relocation to areas of need **Effectiveness Responsibilities and Accountabilities** Wood Green School is committed to safeguarding and promoting the Child health, safety and welfare of children, young people and vulnerable adults. **Protection** Staff and volunteers are expected to share this commitment for whom they are responsible or with whom they come into contact in the course of their duties. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks. Support the aims and ethos of the school as identified in the staff handbook Standards and Promote and model good relationships with pupils, colleagues, Quality parents and visitors Assurance Set a good example in terms of dress, punctuality and attendance. Participate in training and take a lead in own professional development Participate in the School's staff appraisal process

Notes:	 Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
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Person Specification

Cover Supervisor

Criteria	Essential	Desirable
Education and Qualifications	GCSE including Maths and English (Minimum Grade C) NVQ 3 or equivalent qualification or experience in relevant discipline.	
Knowledge and Experience	Effective behaviour management Willingness to undertake further training as required A good working knowledge of Microsoft Office (Word & Excel in particular) Good written and oral skills Requirement to undertake first aid training and hold the First Aid at Work certificate	Previous classroom experience Familiarity with SIMS/PARS is desirable but not essential as training will be given.
Skills and Ability	Ability to work as part of a team Awareness of the need to work within existing school systems Commitment to further training and development Confident, conscientious, enthusiastic and positive Ability to relate well to students and staff	
Personal Characteristics	A sense of humour Efficient and pleasant manner when dealing with people Approachable Good team player Initiative and Flexibility	