



Job Description

Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 37 hours per week, 39 weeks per year

Responsible to: Operations Manager

Post objective: To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. To provide cover for on call and internal exclusion

When not being used for cover, provide administrative support to the teaching staff of a designated faculty

Main Duties and Responsibilities:

Class Supervision

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Generate positive, professional relationships with staff, students and parents
- To consistently follow all school policies

Administrative Support

- As directed by the Faculty Leader, provide clerical support to the faculty through photocopying, filing, faxing, laminating, completing forms and responding to routine correspondence
- Maintain manual and computerised records and input student data into information systems and spread sheets, regarding student achievements, assessments and exam results
- Collate and sort student work into grade order, ensuring they are kept securely
- Type up student exam papers to be used as exemplars for future exams
- Prepare and clear notice and display boards across the faculty
- Provide administrative support to the teaching staff's production of classroom resources (e.g. worksheets, booklets)
- In accordance with the academy's online ordering system, maintain stocks and supplies, cataloguing and distributing as required

General

- Liaison with other departments and staff as necessary
- Attendance at staff meetings and INSET activities where relevant
- To undertake the role of co-tutor, supporting the tutor and Head of House
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.



Tupton Hall School

REDHILL ACADEMY TRUST

Cover Supervisor

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">• Ability to manage the behaviour of Students and maintain order and a calm working environment.• Ability to motivate Students.• Ability to support the processes and procedures for students learning.• Ability to work using your own initiative, and as part of a team.• Ability to work in a flexible and responsive way with tact, discretion and confidentiality.• Ability to relate well with Students and adults: building effective relationships, setting clear boundaries.• Ability to work under pressure, in a demanding environment.• Good Level of education, numeracy, literacy, and ICT.• Excellent communication skills	Ability to use ICT effectively to support learning

<p>Knowledge and Understanding</p>	<ul style="list-style-type: none"> • Ability to develop a range of Strategies to promote good behaviour • Awareness of Statutory frameworks relevant to the role. • Awareness and Understanding of Education policies and procedures. • Awareness of Safeguarding, Health and Safety, equal opportunities and data protection. 	<ul style="list-style-type: none"> • Knowledge and understanding of the different classroom roles and responsibilities to the post. • Understanding of the aims, content and intended Outcomes of Teaching and Learning to the School's Curriculum.
<p>Experience</p> <p>Qualifications:</p> <p>Other:</p>	<ul style="list-style-type: none"> • 2 years' experience working with Children at relevant age. • Participation in appropriate School meetings and training activities. • Efficient administration and good organisational skills. • Personal/Professional development training relevant to the post. • GCSE Maths and English at A – C or equivalent L2 qualification in literacy and numeracy. • Excellent attendance and punctuality • Hardworking , flexible and reliable • A genuine like for young people and high expectations for their progress and welfare. 	<ul style="list-style-type: none"> • Experience as a Teaching Assistant or of behaviour management • First aid qualification • HLTA, or Level 3 Teaching Assistant or equivalent qualifications or experience.