



JOB DESCRIPTION

POST:	COVER SUPERVISOR
REPORTS TO:	HEAD OF JUNIOR SCHOOL (DEPUTY HEAD WHOLE SCHOOL)
POST DETAILS:	Fixed term until 31st August 2024 Term time only Monday – Friday 37.5 hours per week 8 am – 4.00 pm (7.5 hours per day)

The post holder is accountable to the Head of Junior School (Deputy Head of whole school) in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work in partnership with the Senior Leadership Team team providing support to Talbot Heath School Trust Ltd (TH).

Purpose:

To be responsible for the management of the school's cover on a daily basis in the event of teaching staff absence.

Main duties and responsibilities:

- To monitor the reporting system for absences of teaching staff daily including the school diary, planning cover in advance wherever possible, to ensure sufficient cover is enlisted
- To organise cover for absent teaching staff using iSAMS, utilising school staff in the first instance and external supply where necessary
- To keep track of absence/cover requests
- To liaise with external recruitment agencies to engage qualified supply staff to cover absences and temporary short-term vacancies
- To provide the necessary timetable and lesson information for supply and cover teachers to undertake their duties effectively
- To maintain confidentiality regarding staff absence information and other personal data
- Liaise with HR regarding staff absence management

As cover Supervisor you will be required:

- To undertake cover supervision as and when required
- To provide instructions within a lesson as provided by the teacher, maintain good behaviour and keep students on task
- Supervise students engaged in learning
- Provide general feedback to teachers on the conduct of the lessons covered
- To arrange invigilation cover for internal and external exams with the Exams Officer and to provide invigilation cover.

Essential qualities and skills

- Educated to at least GCSE or equivalent with a minimum of grade C in English and Mathematics
- Experience of working with young people and supporting them with their learning

- Ability to build and form good relationships with colleagues, external agencies and students
- Team player
- Proficient use of ICT
- Effective maintenance of records and systems
- Excellent verbal and written communication skills
- Experience in managing pupils in a classroom setting
- Understanding of safeguarding in schools (training will be provided)
- Strong interpersonal skills
- Can motivate, enthuse and inspire students and staff
- Is co-operative, flexible and responsible
- Can maintain confidential information
- Can prioritise multiple tasks
- Is reliable, well organised and committed to high standards

General

- To promote and support Talbot Heath's culture of "Honour before Honours" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School's Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Director of Finance or nominated representative (in consultation with the post holder) to reflect the changing needs of the Talbot Heath School.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.