TOWNLEY
EST 1937
GRAMMAR SCHOOL

Post Title:	Cover Supervisor
Department:	Associate Staff
Salary and Hours:	32.5 hours per week, 39 weeks per year Grade BEX7.1
Responsible to:	Senior Assistant Headteacher and Cover manager
Responsible for:	No staff
Functional links with:	Cover Manager, Heads of Department, Inclusion Team, teaching and associate staff
Main Purpose of the role	To supervise whole classes during short-term absence of teachers. Cover supervisors will give instructions for a lesson as provided for by a teacher. The cover supervisor will ensure the good behaviour of the students and make sure the students engage in the learning activity. The post holder will be required to respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour. Cover supervisors will be subject to general supervision and will act under the professional direction of teachers.

Townley Grammar School is one of the country's leading grammar schools, committed to developing academic excellence within an ethos of strong pastoral care and a vibrant co-curriculum. By choosing to embark on a career at Townley Grammar School you are opening your professional self to an array of opportunities. We pride ourselves on providing staff with opportunities through a multitude of national & international partnerships, all whilst teaching in a supportive and positive school environment.

Working at Townley is a rewarding and enriching experience. Our large team of often very long-standing expert and specialist staff is welcoming and friendly. Individual opportunities for personal and professional development are actively encouraged and broader opportunities are provided to the whole staff body at regular intervals through the year

Our holistic approach to education nurtures every student, enabling them to develop their potential while making friendships and enjoying life to the full. We believe that learning together in a supportive environment provides the best framework for students to excel at school, to discover new ideas, skills and enthusiasms and to prepare for university and the boundless opportunities in the world of work and life in general.

Main Duties:

In the absence of a teacher provide in-class supervision for students. Liaising with staff/HOD regarding planned work. Providing feedback to the teacher/HOD and students on the lessons covered

- To take the register – in line with the school attendance policy using arbor
- To supervise students in classrooms with the work left by the teacher in accordance with the school policy.

- Oversee the collection of resources needed in order to deliver the covered lesson.
- To communicate effectively the work set by the teachers to the students.
- To create an orderly and purposeful learning environment in which students can complete the set work.
- Work directly with allocated department and be directed to additional duties of cover for long term staff absence
- Set homework if required by the teacher
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of lessons.
- To supervise entry and departure of students in accordance with school policy.
- To respond to students in relation to general queries about the set work.
- To collect completed work after the lesson and return to the appropriate member of staff.
- Provide brief feedback to the member of staff regarding the cover lesson.
- To deal with any immediate problems or emergencies in the classroom in accordance with the school policy.
- To accompany visits and field trips as requested under the direction of the lead teacher / organiser.
- To liaise on a daily basis with the Cover Manager.
- To undertake appropriate professional development.
- To implement the school's Behaviour Policy.
- To become familiar with and implement school policies and procedures.
- To help raise the aspirations and achievements of all students.
- To help develop a pleasant and welcoming learning environment for all.

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Duties and Responsibilities:

- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Ensure the objectives are achieved by the students within a safe and secure environment.
- Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Participate in training and other learning activities as required and attend relevant meetings to ensure your own continuing professional development.

General Duties:

- Undertake any other duties in connection with the level of the post.
- Take into account all matters of the published aims and objectives of the school
- To carry out any other duties as may reasonably be requested by the SENDCO, Head Teacher and Senior Leadership Team – which may include administrative aspects and/or supporting in departments
- Promote positive values, good learning attitudes and positive behaviour.

Continuing Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the school's professional development programme.
- To engage actively in the Appraisal/Performance Management Review process.

- To evaluate one's own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

Our commitment to safeguarding
Statutory Duties

Our school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Our recruitment process follows the keeping children safe in education guidance

We expect all staff, volunteers and trustees to be responsible for promoting and safeguarding the welfare of children and young people in line with the School's Safeguarding Procedure.

Confidentiality and Data Protection
A strict code of confidentiality must be adhered to at all times.
The successful applicant will be required to have an up-to-date knowledge of the Data Protection Act and ensure that data protection laws are adhered to.

Health and Safety

The post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the school on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety and welfare.

Equal Opportunities

The post holder has a responsibility to understand and abide by the obligations laid down in the School's Equal Opportunities Policy and Dignity at Work Policy.

All staff are expected to maintain high standards of customer care in the context of Townley Grammar School Core Values and to participate in training activities.

Townley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.

Person Specification		
	Essential	**Desirable**
Education and Qualifications	• 5 GCSEs A*-C or equivalent. • ICT capability. • NVQ Level 3 /4 OR equivalent	
Experience and Knowledge	• Experience of working in a school or with young people. • Experience of working under pressure. • Proven Cover Supervisory experience.	• A basic understanding of National Curriculum.
Skills and Abilities	• Knowledge of MIS modules and database including Arbor and Excel • Ability to work independently and as part of a team. • Excellent communication skills written and verbal	

	• Excellent interpersonal skills and ability to work within professional boundaries and relate well with visitors, students and staff • Ability to work with due regard to confidentiality, data protection and safeguarding at all times • Good organisational skills, to include: - Being able to plan and prioritise work, so that deadlines are met; - and being able to identify and analyse problems and use own judgement to produce an acceptable solution • Good numerical skills • Ability to follow set procedures and use own initiative in a busy environment • Ability to work under pressure against changing priorities and competing demands • Self-motivated and be able to work with minimum supervision. • To organise/manage own workload and to keep up-to-date with changes in the working environment. • A positive role model of professional practice and conduct of others • Ability to take a collaborate role when working within a team	
Training	• Willingness to undertake relevant training and identify own development needs • Committed to ongoing CPD and Professional development	
Attributes and Attitudes	• Punctual and reliable • Flexible approach, including a sense of humour, and positive attitude towards work • Calm, tactful and collaborative manner • Trustworthy and discreet for confidentiality • A team player who is enthusiastic and willing to • persevere in the face of challenges • Ability to adapt to changes in the workplace • To demonstrate a sense of commitment to support the ethos of the school	
Equality, diversity and inclusion	• Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	
Safeguarding	• Knowledge, understanding and commitment to safeguarding and promoting the welfare of students • Ability to form and maintain appropriate relationships and personal boundaries with students	

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

All staff are expected to be committed to the Equal Opportunities Policy.

This appointment is subject to the current conditions of employment of support staff contained in the School Pay and Conditions Document, the Education Act 1997, other current educational legislation and the school's articles of government.

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SIGNED: _____

PRINT NAME: _____

DATED: _____