

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Cover Supervisor	<b>Location</b>	Ellis Guilford School
<b>Salary</b>	Grade DNJC 6-11, Actual salary £22,354 to £24,206 per year	<b>Hours</b>	37 hours per week, 39 weeks per year
<b>Department</b>	Support staff	<b>Reports To</b>	Cover Manager

## JOB PURPOSE:

To facilitate high quality learning within the classroom in the absence of the regular teacher, under the guidance of the appropriate Faculty Subject Leaders and within an agreed system of supervision.

To make a significant contribution to the values and the ethos of the school and actively promote and uphold all school policies.

## KEY RESPONSIBILITIES AND DUTIES:

- Lead, monitor and evaluate the assessment and feedback to pupils in line with whole school and department policy.
- Supervise and provide support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Use classroom/teaching skills/training/experience to support pupils.
- Promote positive values and attitudes, good pupil behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Manage the behaviour of pupils whilst they are working to ensure an appropriate learning environment which is purposeful orderly and productive.
- Completing electronic registers for every class
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom and respond to the individual needs of pupils.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Provide feedback to pupils in lessons.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Implement agreed learning activities/teaching programmes/practical lessons, adjusting activities according to pupil response/needs.
- Accompany staff and pupils on educational visits, trips and out of school activities, as required and take responsibility for a group under the direction of the teacher/organiser.

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- When not required to cover lessons or groups of pupils, the Cover Supervisor will provide support for the Inclusion department, under the guidance of the SENDCo by:
- Working on an individual or small group basis with pupils with needs adjusting lessons/work plans as appropriate.
- Administering and assessing routine tests and invigilating exams/tests.
- To undertake as required other duties and responsibilities relevant to the job or the seniority of the post as directed by the Principal.

## SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and professional development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

JOB REQUIREMENTS:		
	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE Grade A-C (or equivalent) in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Level 3 qualification in a relevant subject</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a school environment</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Broad understanding of the subjects taught at 11-16.</li> </ul>	<ul style="list-style-type: none"> <li>• Expertise in one or more subject areas</li> </ul>
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards in both work and conduct</li> <li>• A thorough understanding of up-to-date safeguarding requirements and best practice</li> <li>• Good people skills, including the ability to work as a team member, but also having self-motivation when working independently.</li> <li>• Strong personal drive and willingness to get things done.</li> <li>• Openness to learning, change and personal</li> </ul>	<ul style="list-style-type: none"> <li>• Able to demonstrate adaptable and flexible working practices.</li> <li>• Willing to undertake further training</li> </ul>

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	<p>development.</p> <ul style="list-style-type: none"> <li>• Resilience and motivation to manage day-to-day challenges.</li> <li>• Accepts accountability and takes personal responsibility for their own actions.</li> <li>• Commitment to further training and professional development</li> </ul>	
<b>EQUAL OPPORTUNITIES</b>	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
<b>SAFEGUARDING</b>	<p>A thorough understanding of up-to-date safeguarding requirements and best practice</p> <p>Committed to the highest standards for child protection.</p>	
<b>OTHER REQUIREMENTS</b>	<p>Elevated expectations for every pupil and a proven history of making a difference to the learning and experiences of pupils inside and outside the classroom.</p> <p>Commitment to and vision for developing links with the local community.</p>	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**