**Job Title:** **Cover Supervisor**

**Reports to:** The Bursar but with day to day responsibility to the Assistant Head Curriculum

**Salary Scale:** KES Salary Scale: 19 – 23, currently £20,701 - £23,483, (this does not take into account any cost of living award due September 2019)

**Starting Salary:** Scale Point 19, pro rata salary £15866 per annum, made up of Gross Salary £14041 and an element of pay £1,825 in lieu of paid holiday.

**Location:** King Edward’s School, North Road, Bath

**Hours of Work:** 36 term-time weeks working 36¼ hours per week, generally 8.30am – 4.15pm with a 30-minute unpaid lunch break.

**Holidays:** 20 days plus 2 statutory days paid holiday per annum, rising by 1 extra day for each completed year up to a maximum of 25 days. As this is a Term-time post, an element of pay currently equivalent to 13% is paid in lieu of holidays taken in School holidays in the first instance rising to 15.6% after 5 years’ service.

**Pension:** Automatic enrolment into the KES Support staff Personal Pension Scheme with Employer’s Contribution of 6% of salary, to be matched by 2% Employee contribution.

**The School:** King Edward’s School, founded in 1552, is an Independent Co-Educational Day School; there are currently 760 pupils in the Senior School (including 220 pupils in the Sixth Form), 190 in the Junior School and 75 in the Pre-Prep.

**Job Purpose:**

To supervise and support the learning of classes and groups of pupils during the short-term absences of teachers in the Senior School. The main focus of the role is to ensure that pupils complete work set by the subject teacher and are appropriately supervised. In addition, the postholder will be required to undertake administrative tasks to support the wider work of the school. Other duties may include assisting during the examination season and accompanying students on educational visits.

King Edward’s School operates a fortnightly timetable of 5 lessons each day, all of one hour in length. The postholder will be the first port of call for supervising absent staff and current patterns of absence (both planned and unplanned) are such that cover is required for almost every lesson during each day of teaching (INSET days, etc excepted). Some of the work required will be known in advance, but some will not be known until the cover requirements are made known each morning before lessons start. Cover requirements are managed and organised by the Assistant Head (Curriculum and Digital Strategy) and the postholder is not required to be involved in this process.

The postholder will also work closely with teaching staff and Heads of Department who will provide the work for classes and with the Deputy Heads, who have responsibility for pupil behaviour in lessons and the School.

This role is a superb opportunity for anyone wishing to gain further experience in a school environment as part of their career development, and offers invaluable experience for anyone wishing to go on and study for a PGCE.

**Main Duties:**

* to supervise the work of whole classes and/or small groups of pupils when their subject teacher is absent from school ensuring a constructive, calm and positive environment
* to complete electronic registration of each class
* to give clear instructions for the lesson and direct pupils’ learning during it, using work set by the subject teacher/Head of Department
* to undertake administrative tasks that can be completed during the lessons supervised. The role of cover supervisor is not a teaching role and the assistance provided to pupils during the lessons will not be extensive or require constant interaction with pupils.
* to supervise the pupils in accordance with the School’s expectations and rules of behaviour
* to deal with any matters as they arise according to school policies and procedures, particularly in relation to positive behaviour & conduct, attendance, disciplinary routes/referrals; developing good working relationships with students and classes
* to collect completed work and return to appropriate teacher, where required
* to inform the class teacher of progress made in the lesson and any issues that arose from the work set
* to report back to the subject teacher or Form Tutor in respect of the behaviour of students, including rewarding positive behaviour, during the lesson and any issues arising and to record behaviour issues within the School’s database system (SIMS)
* to supervise tutor group registration as required
* when not deployed to cover classes for absent teachers, assist with other administrative or supervisory duties as required, including examination invigilation or covering for administrative staff
* to assist with other activities relating to supervision of pupils including duties (e.g. break and bus duty) and attendance on school trips

The list is not exhaustive and the postholder will be required to undertake other duties appropriate to the grade and nature of the post as reasonably directed by members of the Senior Management Team.

The postholder will be required to undertake training necessary to fulfil a role working with children.

The postholder will be required to uphold expectations of confidentiality relating to working with children

**Person Specification:**

The nature of the role is such that candidates would be expected to have at least 5 GCSEs or equivalent at C grade or above to include English and Maths and it would be desirable for them to have qualifications at Level 3 (Advanced level or equivalent). A degree level qualification would be an advantage. Experience of working with children of secondary school age in a paid or voluntary role would also be an advantage. The successful candidate will:

* enjoy working within an educational environment
* relate positively to young people with a commitment to making a positive contribution to their education
* have the ability to work under pressure, prioritise and meet deadlines and adopt a flexible approach as required
* have effective communication skills with students and staff at all levels and establish positive working relationships with young people
* be computer literate (specific training on the use of SIMS will be provided)
* have the ability to help resolve conflict and deal sensitively with difficult situations that sometimes arise when supervising children
* demonstrate the ability to use their own initiative and make sound independent decisions within the rules and expectations of the school
* have very high standards of personal behaviour and professionalism as appropriate to a school
* have a clear understanding of and respect for confidentiality
* The role would suit someone who wants to work with children, likes variety in their work and wants to be part of a successful and busy school.

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All staff are in a position of trust and have a duty to keep children and young people safe and to protect them from neglect and physical and emotional harm. This duty is in part exercised through the development of respectful caring and professional relationships between staff, children, and young people. Staff are expected to be familiar with the local child protection arrangements and understand their responsibilities in order to safeguard and protect children and young people.

***King Edward’s School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo safeguarding screening including checks with past employers and a DBS disclosure in accordance with the DBS Code of Conduct. All appointments are made subject to satisfactory DBS clearance. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment.***

Applications should be made in writing, using the supplied application form **and** with a letter of application outlining the applicant’s suitability for the post, including any relevant experience.

These should be received by 9 am on 21st August and should be sent to:

**Mrs Jane Howard, HR Officer,**

*King Edward’s School, North Road*

*BATH BA2 6HU*

Telephone: 01225 820326 (Direct line for Headmaster’s PA)

e-mail: kesadmin@kesbath.com

Interviews will be held week in the week beginning 2nd September 2019

Please note that we are unable to give feedback to applicants not invited for interview.