



TUNBRIDGE WELLS GRAMMAR SCHOOL FOR BOYS

Amanda Simpson, Headteacher

Salary: Kent Scheme 6
Contract: Permanent, term time only (plus five inset days)
Hours: 35 hours per week - 8:00 to 16:00 daily with two short breaks for lunch.
Responsible to: Cover Department

Job Purpose

To key function of this role is to supervise whole classes during short-term absence of teachers.

When there are no lessons requiring cover, Cover Supervisors are expected to use their initiative to support teaching/learning throughout the school by undertaking tasks in various areas of the school, such as:

- Lessons/ Enrichment Activities
- Registration
- PHSE Activities
- School day trips
- Examination invigilation and support

Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

Key Responsibilities

Lessons

Cover Supervisors will give instructions for a lesson as provided by a teacher. They will be expected to manage:

- Registration and management of students throughout the lesson in accordance with the school rules
- Be responsible for the delivery of the cover lesson work as supplied by the class teacher or Head of Department – guiding the students through the work whilst offering assistance and support
- Using school technology to further enhance the lesson
- Adhere to school rules regarding Covid 19 and cleaning of work areas
- Provide feedback to Cover department on cover work and behaviour of students

The post holder will be required to respond to pupil's general questions but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development.

Pupil behaviour management

The Cover Supervisor will ensure the good behaviour of the pupils and make sure the pupils engage in the learning activity. They will provide feedback to the teacher on broad issues such as behaviour.

Registration

Be responsible for the registration of students at the beginning of the day in accordance with the school rules.



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Deliver any form notices and information to these students as necessary and attend assembly if required.

Examination Invigilation

Undertake any necessary training in order to be available to invigilate both internal and external examinations as required and provide support to the Exams team where necessary.

PHSE/School trips

Cover supervisors may be required to help in PSHE delivery or to accompany students and teachers on a school trip.

Administration

To undertake all administration tasks as directed.

To take part in whole school INSET activities to enhance job effectiveness.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.



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Person Specification for Cover Supervisor

Experience:

- Experience working with children of relevant age
- Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation.
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
- Working knowledge of national curriculum and other relevant learning programmes
- Understanding of principles of child development and learning processes and in particular, barriers to learning
- Ability to plan, with support, effective action for pupils at risk of underachieving

Qualifications or Training:

- NVQ Level 3 or equivalent qualification or experience
- Good numeracy/literacy skills

Practical Skills:

- Necessary skills to manage classroom activities and the physical learning spaces safely
- Have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.
- An ability to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
- Organise and keep effective records.
Ability to raise self esteem in children.
- Excellent communication skills, both verbal and written.
- Good interpersonal skills with children and adults.
- The ability to critically evaluate own performance
- Flexible with effective time management skills
- Willingness to utilise the possibilities of ICT in the development of the post

Personal Qualities & Attributes:

- Ability to relate well to children and adults
- Calm and patient with children.
- Ability to work within a team.
- Enthusiastic and flexible.
- Ability to smile when things don't quite according to plan