**JOB DESCRIPTION**

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| **Job Title:** Cover Supervisor / Librarian | **Reporting to:** Cover Manager |
| **Remuneration:** Bucks Pay Range 3  | **Hours of work:** 37 hours per week |
| **Terms of employment:** Permanent | **Terms:** 39 weeks per year + 5.1 weeks holiday pay |

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| **Key roles and responsibilities of the post holder** |
| To supervise students during the absence of a teacher to ensure that pupils carry out a prepared lesson, maintain good order and to keep pupils on task, responding to questions and assisting them to undertake the set activities.* Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
* Manage the behaviour of students whilst they are undertaking this work to ensure a constructive and purposeful environment.
* Deal with any immediate problems or emergencies according to the school’s policies and procedures.
* Collect any completed work after the lesson and return it to the appropriate teacher
* Report back to the teacher as appropriate on the behaviour of students during the class, and any issues arising.
* Keep appropriate records to enable objective and accurate feedback to the teacher.
* Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc., as required.
* Become familiar with the software used to oversee cover at the school
* Accompany staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.
* Contribute to the overall ethos/work/aims of the school.
* Attend and participate in meetings/appraisal as required.
* Assess work as required.
* Participate in training and other learning activities as required.
* To act as a role model and set high expectations of conduct to ensure good behaviour is maintained
* To support the general welfare of students as necessary.
* To assist in the classrooms/library as required.
* To work with small groups/individual students as required.
* To invigilate and supervise during internal and external examinations.
* To establish supportive relationships with students
* To comply with the school’s health and safety and safeguarding policies.
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*The job description describes in general terms the normal duties which the post-holder will be expected to undertake*

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| **Person Specification** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications and Training** | * Educated to GCSE Level with English and Maths at A\* to C
 | * Graduate or equivalent
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| **Competencies** | * Ability to relate well to children
* Experience of working with young people and adolescents
* Awareness of educational establishments and learning environments
* Good working knowledge of ICT
* Flexible in attitude and approach
* Positive and calm under pressure
* Good organisational skills
* Ability to manage own time effectively
* Awareness of, and ability to respond to risk
 | * Knowledge of SIMS
* Knowledge of behaviour management strategies
* Awareness of the importance of data protection, confidentiality and safeguarding
* Confidence with audio/visual equipment
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| **Personal Attributes** | * Excellent communication skills both written and verbal
* Ability to work independently using own initiative
* Ability to establish good working relationships with a wide range of students
* Ability to handle sensitive matters with discretion and in confidence
* Ability to work flexibly
* Self-motivated
* Presence, dynamism, good sense of humour and approachability
 | * Awareness of and promotion of equality
* Good understanding of safeguarding procedures
* Understanding of procedures relating to confidentiality
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| **Other requirements** | * Flexible working approach
* Participation in CPD training
* Capacity to learn new skills, use initiative and implement new ways of working
 | * Demonstrate a clear commitment to develop and learn in the role
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