**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. |

*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 |
| **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 |
| **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 |
| **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 |