

## Featherstone High School Job Description

---



<b>Job Title:</b>	Cover Supervisor (with experience of mentoring students)
<b>School:</b>	Featherstone High School
<b>Hours:</b>	35 hours, term time only
<b>Grade:</b>	6
<b>Reports To:</b>	Senior Learning Mentors / DHT Pastoral

### **Duties and Responsibilities:**

- The post holder will be required to supervise groups of students in seclusion. This is an area of the school where students have been withdrawn from lessons due to behavioural concerns/issues.
- The post holder will also organise reflective and empathetic work for the students to carry out whilst in seclusion, to ensure that they have reflected on their actions.
- The post holder will be responsible to file the work that students have completed
- The post holder will be responsible for ensuring that students complete their classwork set by their teachers whilst in seclusion, to the best of their ability.
- At times when there are no students in seclusion, the post holder will be required to support some of the most vulnerable students in their lessons and mentor some students that have been identified by the Senior Learning Mentors.
- The postholder may be able to help with duties and detentions if there are no students in seclusion.
- At times, when directed to do so, will support individuals or groups of pupils or a whole class to promote effective teaching and learning.
- Will be required to take accurate registers of classes being supervised in seclusion
- To assist in creating and maintaining a purposeful, orderly and supportive learning environment in seclusion – always setting high expectations and ensuring adherence to the school's behaviour expectations.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school by complying with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required or directed by the Senior Learning Mentors
- To undertake, broadly similar duties commensurate with the level of the post as required by the Headteacher.

### **Conditions of employment:**

- Employees will be required to support and encourage the school's values, policies and procedures as agreed by the governing body.
- Employees shall uphold the school's policy in respect of child protection and safeguarding matters.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- All members of staff are required to participate in the school's appraisal scheme.
- The job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with post-holder. It is not comprehensive statement of procedures and tasks but sets out the main expectations of school relation to post-holder's professional responsibilities and duties.
- The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

**Job Title:** Cover Supervisor

### Qualifications

1. HLTA qualification required.
2. Evidence of participating in relevant training / CPD for teaching and learning.

### Experience

3. Very good numeracy and literacy skills.
4. Experience of working with relevant age groups within a learning environment.
5. Experience of mentoring young people
6. Experience of working with children that have challenging behavioural needs
7. Experience of working with children with additional needs.
8. Experience of general clerical/ administrative work.
9. Experience in a relevant discipline.

### Skills and Knowledge

10. Ability to work well as part of a team.
11. An understanding of classroom roles and responsibilities.
12. Good working knowledge of national curriculum and other relevant learning programmes.
13. Ability to observe, monitor and provide constructive feedback on pupils' progress.
14. Ability to contribute to the analysis of cover statistics.
15. Ability to build and maintain effective relationships with pupils, treating them equitably with respect, empathy and consideration.
16. Ability and willingness to identify own training needs and participate in training and evaluate own learning.
17. To be responsible for promoting and safeguarding the welfare of children and young people within the school.

### Qualities

18. Honesty and trustworthiness
19. A good record of attendance and punctuality to work
20. A commitment to the school's educational aims, including its equal opportunities policy

**By signing this document you are agreeing to undertake all duties stated within this job description.**

**Employee signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Manager signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_