



Bentley Wood High School

Cover Supervisor (H5)

32.5 hrs per week, Term Time Only

Salary Scale £18,472-£19,839 equivalent to FT salary range £24,030-£25,809

JOB DESCRIPTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well being. A cover supervisor plays a key part in this provision by a commitment to the school's ethos, by liaising effectively with all teachers and providing quality supervision when the regular class teacher is absent to support high standards of learning. You will draw on a wide range of abilities and, in turn, offer a range of experience and provide administrative assistance when not in class. You will need to be confident with positive communication skills, have a good standard of education and an interest in how young people learn. Previous experience in a school would be an advantage. You will be expected to work as part of a team, liaise with teaching staff and offer assistance to the administrative staff.

JOB PURPOSE

To ensure that in the absence of the regular teacher that the work set by the teacher is completed by the students to a high standard.

REPORTING

The post holder will report to the Assistant Headteacher.

DUTIES

- Supervise work that has been set by a teacher, and to follow the teacher's instructions.
- Liaise with the appropriate staff regarding the work that has been set so that the requirements of it are fully understood.
- Ensure that work, information and feedback from lessons is returned to the appropriate teacher.



- Provide students with clear instructions and information relating to the work which must be completed by them, establishing a purposeful working atmosphere providing guidance and support to students as necessary.
- Manage whole classes ensuring the good order and safety of the students being supervised in classrooms whilst they are undertaking this work to ensure a constructive environment.
- Understand, adhere and implement the School's Behaviour Policy and report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Keep accurate attendance records of students in the supervised lessons.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Assist Senior Leadership Group, Operations Manager and Heads of Department with routine administrative tasks.
- Provide general administration support in the main school office, the medical room or attendance office as requested by the Operations Manager.
- Support with updating and putting up of displays around the school.
- Attend all necessary meetings required of the post including those relating to professional development.
- Undertake such other duties as may be directed by the Headteacher, commensurate with the grading of the post.

EQUALITY

- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.



ADDITIONAL INFORMATION

- The postholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

**** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.**

August 2019



Cover Supervisor Person Specification

Responsible to : Assistant Head Teacher

The person appointed will have:

1. The ability to understand, and work with, young people aged 11-18 years.
2. Confidence with the ability to communicate effectively, clearly and accurately both orally and in writing.
3. The ability to follow instructions as set in order for students to meet the tasks required.
4. The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people.
5. Good literacy and numeracy skills, a good general education and an interest in learning.
6. A commitment to the positive behaviours of students.
7. Flexibility in their approach to all aspects of school life.
8. The ability to access all areas of the school.
9. General administrative skills.
10. Good interpersonal skills, a high level of initiative, energy and enthusiasm.
11. Excellent punctuality and attendance.
12. The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times.
13. A Commitment to the school's ethos and Equal Opportunities Policy.