



**Hove Park School**  
*"Together We Achieve"*

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN  
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA  
Tel: +44 (0)1273 295002/3 Fax: +44 (0)1273 294994

Email: [office@hovepark.org.uk](mailto:office@hovepark.org.uk)

Mr Jim Roberts- Headteacher

## Cover Supervisor

**Permanent**

**Part-Time, 30 hours per week, Monday to Friday**

**(8:30 am to 3:15 pm + 45 minute unpaid lunch per day)**

**Term-Time only, 44 weeks per year**

**Salary: NJC Scale 5 - £14,811 to £16,353 (Actual)**

**Commencing: September 2019**

Hove Park School and Sixth Form is an ambitious and innovative place to work. We strive to help young people enjoy successful lives by giving them an inspirational, academic and enriching education, with a strong emphasis on independent learning and harnessing new technology. We are seeking to hire an experienced Cover Supervisor. The right candidate will be flexible and able to provide cover for teachers whilst also supporting students, including those with special educational needs.

The main purpose of this job is:

- To supervise a group of students during the short term absence of a teacher to ensure that students carry out a pre-prepared lesson, maintain good order and to keep students on task, responding to questions and generally assisting students to undertake set activities.

**Closing date: Sunday, 14th July 2019**

**Interviews: Wednesday, 17th July 2019**

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Information about this post and an application form can be downloaded from our website:  
[www.hovepark.brighton-hove.sch.uk/vacancies](http://www.hovepark.brighton-hove.sch.uk/vacancies)

Please submit your completed application form to [recruitment@hovepark.org.uk](mailto:recruitment@hovepark.org.uk) or apply directly through TES.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.



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## **JOB DESCRIPTION**

Job Title: Cover Supervisor  
Reports To: Senior Teaching Staff  
Department: Children, Families & Schools  
Section: Schools

### **Purpose of the job**

To supervise a group of pupils during the short term absence of a teacher to ensure that pupils carry out a pre-prepared lesson, maintain good order and to keep pupils on task, responding to questions and generally assisting pupils to undertake set activities.

### **Principal Accountabilities**

1. Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
2. Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
3. Respond to any questions from pupils about process and procedures but excluding lesson content.
4. Deal with any immediate problems or emergencies according to the school's policies and procedures.
5. Collect any completed work after the lesson and return it to the appropriate teacher.
6. Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
7. Provide general clerical / administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc, as required.
8. Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher / organiser.



9. Contribute to the overall ethos / work / aims of the school.
10. Attend and participate in regular meetings as required.
11. Participate in training and other learning activities as required.
12. Recognise own strengths and areas of expertise and use these to advise and support others.
13. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
14. As required and under the guidance of teaching / senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEPs, implementing agreed learning strategies, etc.

#### General Accountabilities

- To be prepared to implement the Council's Equalities Policy at all levels appropriate to the job and must at all times carry out his/her duties with due regard to the Council's Equalities Policy.
- To be responsible for the implementation of, and compliance with, the provisions of legislation relating to health and safety, of such employees and areas of the workplace as fall under direct control of the postholder and for complying with legislation relating to works and contracts as are within the direct responsibility of the postholder.
- To undertake such other duties appropriate to the grade and character of the work as may be reasonably required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.



## PERSON SPECIFICATION

Job Title:	Cover Supervisor
Department:	Children, Families & Schools
Section:	Schools

### Essential Criteria

#### Criteria

#### Job Related Education, Qualifications & Knowledge

Evidence of having undertaken:-

- TA induction training – specifically on: 'Strategies and approaches for positive behaviour management'; Effective Practice in Action'.
- Support staff introductory training – specifically modules on: 'Behaviour Management'; 'Inclusion, SEN & Disabilities' and 'Risk & Reflection'.

*The above are considered to be the minimum requirements in line with Remodelling guidelines*

- NVQ Level 3 \* for Teaching Assistants or equivalent qualification or experience

\* Modules considered particularly relevant: National Occupational Standards: 3-1 'Contribute to the management of pupil behaviour'; 3-10 'Support the maintenance of pupil safety'; and 3-5 'Assist in preparing the learning environment'.

- Familiar with the full range of school policies and procedures, particularly those regarding health, safety and security, equal opportunities issues, child protection, confidentiality, data protection and special educational needs (SEN)
- Understands the range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs
- Understands classroom roles and responsibilities and own position within those roles

#### Experience

- Minimum of 2 years experience of working in a school and / or with young people. This may include experience of, for example, working



in youth groups or social care organisations or supervising/managing staff in commerce or industry.

**Skills & Abilities**

- Ability to safely manage classroom activities, the physical learning space and resources for which they are responsible
- Demonstrates a firm but friendly approach – able to command the classroom
- Demonstrates positive, confident and sensitive management of pupils (including those who display challenging behaviour)
- Displays good written and oral communication skills
- Relates well to children and adults
- Good observational skills with the ability to feedback information clearly and concisely
- Patience and resilience
- Good numeracy / literacy skills
- Can use ICT effectively to support learning

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.