



## IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL  
SUFFOLK, ENGLAND

### Job Description:

Role	Cover Officer (Prep School)
Job Purpose	<ul style="list-style-type: none"><li>• To provide learning activities for classes under the professional direction and supervision of the class teacher.</li><li>• The Cover Officer will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to secure pupil progress, maintain a purposeful learning environment, encourage excellent behaviours for learning, and to engage pupils.</li><li>• To provide planned classroom cover, teaching the whole class in accordance with the teachers' plans.</li><li>• In emergency cover situations, the Cover Officer will assist Prep staff in preparing lessons/learning activities, and to deliver these in whole classes and/or small groups.</li><li>• To work with small groups or individual pupils to provide learning opportunities which will support them in achieving their full potential.</li><li>• Facilitate high quality learning within the classroom in the absence of the regular teacher.</li><li>• Improve the quality of learning and foster the participation of students in the social and academic processes of the Prep School.</li><li>• Seek to enable students to become more independent learners.</li><li>• To Cover the absence of members of the Prep Support Staff team, as required.</li><li>• The Cover Officer will respond to general questions and provide general feedback to teachers but will not be required to undertake 'specified work' (planning, preparation, delivery, assessment, recording and reporting of achievement, progress, and development).</li></ul>
Accountable to:	Head of Prep School/Prep Leadership Team
Accountabilities:	Supervising and support whole classes during the short-term absence of teachers.



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	Supervise and support pupils engaged in learning activities, under the direction of class teachers. Provide objective and accurate feedback to teacher, when necessary.
General requirements:	<p>All school staff are expected to:</p> <ul style="list-style-type: none"><li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li><li>b. Contribute to the school's programme of extra-curricular activities.</li><li>c. Support and contribute to the school's responsibility for safeguarding students.</li><li>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.</li><li>e. Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li><li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li><li>g. Engage actively in the performance review process.</li><li>h. Undertake other reasonable duties related to the job purpose required from time to time.</li></ul>
Review and amendment:	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

### **Person Specification**

#### **Knowledge & Experience**

NVQ Level 3 or equivalent qualification or experience.	Essential
Excellent grasp of maths and English skills (GCSE Grade C, or equivalent)	Essential
Relevant experience of working in an education setting	Essential



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Competence in the use of ICT to support teaching and learning	Essential
Training/Experience in Forest School Education	Desirable
Paediatric First Aid/Outdoor Paediatric First Aid training	Desirable
Experience of managing or using a database e.g., SIMS	Desirable
Full working knowledge of relevant policies/codes of practice and general awareness of relevant legislation	Desirable
Ability to support and maintain a purposeful learning environment	Essential
Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.	Essential
Working knowledge of the primary curriculum and a good understanding of child development and learning processes, including possible barriers to learning.	Desirable
An understanding and ability to support pupils' physical and emotional wellbeing	Essential

### Communication

Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
An ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	Essential
Excellent command of written and spoken English	Essential
Good ability to deal with all members of the school community in a calm and courteous way	Essential
Evidence of using emails extensively as a form of communication, and an understanding of appropriate tone and content	Essential

### Teamwork & Motivation

Enthusiastic, flexible, and able to work as part of a team	Essential
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Ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.	Essential
An understanding of when issues need to be referred to line manager	Desirable

### Service Delivery

Accuracy and attention to detail	Essential
Knowledge and understanding of effective customer care	Essential
A high level of personal integrity, with proven experience of handling sensitive data, information, and/or situations with tact and diplomacy and with complete respect for confidentiality.	Essential

### Planning & Organising Resources

First class organisational skills, with the ability to remain calm under pressure and work to deadlines when required; systematic in approach to tasks, with attention to detail	Essential
Evidence of a pro-active approach to planning and prioritising work, with the ability to use initiative appropriately	Essential
Able to juggle a range of tasks and competing priorities	Essential

### Analysis & Research

An understanding of competitors and the marketplace in which we operate	Desirable
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### Attitude & Approach

Professional, honest approach to the role with a true understanding of the importance of this post	Essential
Sensitivity to the needs of an Independent School	Essential
The flexibility to occasionally work outside of 'normal working hours', as needed	Essential



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Professional but friendly demeanour in relating to all members of the school community	Essential
An ability to use own initiative, work independently, motivate, and inspire, with a creative approach to problem solving.	Essential
To be highly organised and follow instructions effectively	Essential
A willingness to become involved in school events and activities, including the Enrichment Programme	Desirable
A good sense of humour and fun	Desirable

LF September 2021