

GLF Schools
Job Description

Job Title	Cover Supervisor - School based	Job Reference	ROSCS0525
Location	Rosebery School, Epsom	Travel required	No
Working hours	30 hours per week, term-time only	Responsible to	Cover Manager

Core purpose

- Enable students to continue to learn in the absence of their class teacher by supervising lessons, presenting students with designated tasks and keeping good order. To support the central administrative needs of the school during periods of low cover needs.

Key Accountabilities

Main Duties

- Supervise whole or part classes during the short-term absence of a teacher, taking a register of attendance, ensuring students know what work they must do and that they record any homework that is set.
- Provide a supportive, well-disciplined environment and applying the Behaviour Code consistently, so that students remain on task.
- Keep records about the classes covered that will assist a teacher in preparing for the next class on his/her return.
- Promote positive values, attitudes and good behaviour in and out of lessons, expecting the highest standards of work and behaviour.
- Deal promptly with conflict in line with school policy and encourage students to take responsibility for their own learning.
- An awareness of students with any special needs within a class and respond accordingly.
- When there are no classroom teaching cover requirements, cover Associate student-facing colleagues in other learning areas, to include the LRC; supporting classroom teachers in the absence of members of the SEN Department (e.g. teaching assistants); in Rosebery Respite; and as an Invigilator, to ensure students remain fully supported.
- Liaise with other members of the Rosebery Cover team in order to share good practice.
- Keep up-to-date with current school communications to enable rapid and appropriate responses to regularly changing social / medical situations with students.
- Support with administrative tasks, as directed by the Cover Manager, when not required to provide cover for student-facing roles.
- In the absence of Cover team colleagues, support the Cover Manager with administrative tasks at the beginning of the school day.

Professional development

- Seek out opportunities for professional development to support the role and actively engage in GLF and Rosebery Performance Management and CPD processes.

Whole school responsibilities

- Participate in the discussion of whole school policies and participate in the implementation of school policies and practices.
- Work collaboratively across departments with colleagues and students to ensure the school operates as effectively as possible.

Professional responsibilities

- Perform all duties whilst adhering to safety standards.
- Remain an intermediate user of the Microsoft 365 package, including Word, Excel and SharePoint.
- Undertake own DSE assessment and discuss individual needs with the manager.
- Maintain a strict level of confidentiality at all times.
- Make a contribution to cost effectiveness through the management of school resources.
- Remain professional and business - like at all times and maintain professional relationships with colleagues, students and parents/carers.
- Demonstrate respect, honesty and kindness and to believe in the limitless potential of people.
- Cover for absent colleagues and undertake other duties commensurate with the grade.
- Undertake any other duties commensurate with the post, as directed by the Cover Manager, to meet the business needs of the school.

Safeguarding

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Person Specification

	Essential	Desirable
Education and Training		
Minimum GCSE Grade C in Maths and English	✓	
Broad Education with 5 subjects at Level 2 (eg equivalent of GCSE grade A* to C) and 2 at Level 3		✓
Evidence of commitment to continuous professional development	✓	
Professional Experience		
Experience of working with young people	✓	
Experience of working in an educational setting		✓
Experience of working in a team and supporting colleagues to meet workload demands and deadlines	✓	
Experience of working with young people with learning needs		✓
Experience of using management information systems to record and extract information		✓
Knowledge and Skills		
Proficient in using IT systems and maintaining accurate records and	✓	
Excellent communication skills across all mediums and the ability to tailor to colleagues and students	✓	
Working sensitively with confidential information	✓	
Ability to, producing high-quality work	✓	
Working flexibly across teams to adapt to changing priorities	✓	
Personal Attributes		
Highly effective communication skills	✓	
Approachable and able to inspire confidence and trust	✓	
Organised and works in a methodical manner, with a high level of attention to detail	✓	
Genuine desire to provide the best service to staff, parents/carers and students	✓	
Commitment to the aims and ethos of the school	✓	
Dependable and flexible – works closely with key members of staff to support school deliverables	✓	
Values the importance of high expectations	✓	
Ability to work under pressure and maintain a sense of humour and perspective	✓	
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