

## THE BICESTER SCHOOL

### Cover Supervisor

**Grade 6 Term Time Only 31.5 hrs per week** (as per the school day)

**Responsible to:** Assistant Headteacher

#### **Purposes of the Job:**

- To support high quality learning in the absence of scheduled teachers
- To enable every child to access learning in a mainstream setting
- To provide flexible, high quality support to the full range of students
- To provide all students with a safe environment in which to learn

**Duties and responsibilities:** to ensure that every student can access learning within the School curriculum

#### *Support for students:*

- To support students to overcome barriers to learning so they are able to work independently in the company of other students and across the curriculum
- Supporting the achievement of School targets for all students
- To work in a range of settings to support students accessing learning within the school day, and beyond
- To advise colleagues of students specific needs and / or concerns
- To contribute to any referral for additional support for a student
- To monitor the completion and quality of learning during cover lessons
- To communicate to students any changes of lesson location due to cover
- To promote positive attitudes and high standards of behaviour, dealing promptly with incidents using the school's agreed Behaviour Policy.
- Reporting any behavioural issues or other issues in line with the school's policy and procedure
- Using agreed procedures to recognise and reward achievement

#### *Support for the teachers:*

- To follow all set work in the classroom from the Teachers Lesson Plans.
- To develop a mutually supportive relationship with the teaching staff to help students to gain access to the curriculum in classrooms.
- To provide feedback to teachers on the quality of student responses to learning resources and tasks
- To ensure support in lessons impacts on learning at all times
- To assist students to become better learners
- Being involved in the regular monitoring and identification processes in accordance with the School's monitoring systems

#### *Support for the curriculum:*

- To support the delivery of the National Curriculum and enhanced Curriculum offered by the School.
- To provide short-term cover supervision for whole classes as needed.
- In exceptional circumstances, to provide medium to long-term cover should it be required at any time.
- To adapt plans in response to changes in need during the School day

- To maintain accurate registers of students and groups covered.
- To cover registration time on a medium to long-term basis, which would involve a consistent start to the school day for the students, along with providing pastoral care at all times, and keeping the attendance records for the students in the tutor group.

*Support for the school:*

- To work as part of a flexible and supportive team to further the ethos of the School
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the School and its students
- To undertake any tasks the Assistant Head Teacher would deem as reasonable e.g. general administrative duties such as filing and photocopying
- To have due regard for issues of Health and Safety relating to staff, students and visitors.

**Training and Staff Development**

- To attend relevant INSET/CPD and meeting when applicable.

**Safeguarding**

- To have responsibility for Safeguarding and promoting the welfare of children.
- To ensure that all school child protection policies are adhered to and concerns are raised in accordance with these policies
- To attend Safeguarding training sessions

**Other Duties:**

- Attend and be a part of the School's Support Staff Annual Review cycle
- To work alongside teachers in a supporting TA role when not being used for cover

Name:

Signature:

Date:

## PERSON SPECIFICATION - Cover Supervisor

Attributes	Essential Requirements	Desirable Requirements
<b>Experience &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good basic education to GCSE Level (A,D,I)</li> <li>• GCSE Maths and English (A,D,I)</li> <li>• Work with children or young people (A, I)</li> <li>• Experience of working as part of a team (A)</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of further personal and professional development (A)</li> <li>• Experience of working in a Secondary School (A)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the Secondary School curriculum (A,D,I)</li> <li>• ICT skills – Microsoft Office and the Internet (A,D,I)</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good organisational skills (A,I)</li> <li>• Effective interpersonal skills (A,I)</li> <li>• Willingness to utilise the possibilities of ICT in the development of the post (A,I)</li> <li>• Ability to lead learning in classrooms and in other environments (A,I)</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative (A,I)</li> <li>• Ability to work independently and to play a role within the team (A,I)</li> <li>• Ability to prioritise work and meet challenging deadlines (A,I)</li> <li>• Ability to work well under pressure, remaining calm (A, I)</li> <li>• Ability to form positive, professional relationships with colleagues and young people (A,I)</li> <li>• Open to change (I)</li> <li>• Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues (A,I)</li> <li>• Ability to employ tact and diplomacy when dealing with sensitive situations (A,I)</li> <li>• Ability to analyse and review objectively (A)</li> <li>• Commitment, enthusiasm and energy (A,I)</li> <li>• Commitment to own personal and professional development (A,I)</li> <li>• Smart appearance in line with the school's dress code (I)</li> </ul>	

Key:

A = Application Form

D = Documentary

I = Interview

Name:

Signature:

Date: