

**Featherstone High School
Job Description**



Job Title: Cover Supervisor
School: Featherstone High School
Hours: 35 hours per week, Term-time only
Salary: Grade 6
Reports To: Lead Cover Supervisor and the Deputy Head teacher i/c cover

Duties and Responsibilities:

- The post holder will be required to supervise multiple classes (up to 88 students) in the Learning Resource Centre under direction of the Lead Cover Supervisor in charge of the LRC. At times will be required to supervise whole classes in classrooms (when the LRC is out of use) or act as a “float” supervising classes as required.
- Will undertake the supervision of 6th form independent study
- Will support the administration of cover work ensuring materials are easily accessed by students.
- Will also assist with cover for duties including lunch duties as directed by DHT in charge of cover and Head of HR.
- At times, when directed to do so, will support individuals or groups of pupils or a whole class to promote effective teaching and learning.
- Supervise and invigilate exams.
- Will be required to take accurate registers of classes being supervised.
- To assist in creating and maintaining a purposeful, orderly and supportive learning environment – always setting high expectations and ensuring adherence to the school's behaviour code.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school by complying with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils as necessary.
- To undertake, broadly similar duties commensurate with the level of the post as required by the Headteacher.
- To assist in the absence of the Lead Cover Supervisor with preparing cover on Sims and uploading the daily cover schedule on the staff intranet page.
- To support the Lead Cover Supervisor with the sourcing of supply staff as and when required.

Conditions of employment:

- Employees will be required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- Employees shall uphold the school's policy in respect of child protection and safeguarding matters.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- All members of staff are required to participate in the school's appraisal scheme.
- The job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with post-holder. It is not comprehensive statement of procedures and tasks but sets out the main expectations of school relation to post-holder's professional responsibilities and duties.
- The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

By signing this document you are agreeing to undertake all duties stated within this job description.

Employee signature: _____ **Date:** _____

Manager signature: _____ **Date:** _____

Person Specification

		Essential	Desirable
	Qualifications		
1.	GCSE Passes including Maths and English or equivalent	x	
2.	Level 3 Qualification or equivalent	x	
3.	Evidence of participating in relevant training / CPD for teaching and learning.	x	
4.	HLTA qualified or willingness to train to HLTA standard	x	
	Experience		
5.	Excellent numeracy and literacy skills.	x	
6.	Working with relevant age groups within a learning environment.	x	
7.	Working in secondary school setting.	x	
8.	Working with children with additional needs.	x	
	Skills and Knowledge		
9.	Ability to work well as part of a team.	x	
10.	An understanding of classroom roles and responsibilities.	x	
11.	Good working knowledge of national curriculum and other relevant learning programmes.	x	
12.	Ability to observe, monitor and provide constructive feedback on pupils' progress.	x	
13.	Experience of using Microsoft Office packages.	x	
14.	Experience of using Sims.NET/class charts.		x
15.	Ability to contribute to the analysis of cover statistics.		x
16.	Ability to build and maintain positive relationships with all stakeholder including pupils, treating them equitably with respect, empathy and consideration.	x	
17.	Ability and willingness to identify own training needs and participate in training and evaluate own learning.	x	
18.	To be responsible for promoting and safeguarding the welfare of children and young people within the school e.g. maintaining an appropriate and diligent level of supervision throughout the assigned cover duty.	x	
	Personal Qualities		
19.	Honesty and trustworthiness.	x	
20.	A good record of attendance and punctuality to work.	x	
21.	A commitment to the school's educational aims, including its equal opportunities policy	x	
22.	Flexibility and adaptability.	x	
23.	Confidence in handling whole classes independently.	x	