



## THE BICESTER SCHOOL

### Cover Supervisor and Internal Exclusion Room Co-ordinator

#### Responsible to the Cover Manager

(31.5 hours Term Time Only)

#### Main Purpose of Role:

- To provide assistance to the teaching departments by delivering lessons already prepared by teachers
- To work with students, under the direction of the Deputy Head to supervise students who due to poor behaviour are in the internal exclusion room
- To supervise the internal exclusion room in accordance with the school's behaviour policy and to have a calm, clear and disciplined approach to dealing with young people.

#### Basic Responsibilities/Tasks:

##### Support for students:

- To support students to overcome barriers to learning so they are able to work
- To support the achievement of school targets and across the curriculum
- To monitor the completion and quality of learning during lesson location due to cover
- Using the agreed procedures to recognise and reward achievement
- To promote positive attitudes and high standards of behaviour, dealing promptly with incidents using the school's agreed Behaviour Policy.
- To oversee and run the Internal Exclusions Room known
- Ensuring the students in the Internal Exclusion Room have appropriate and challenging work.

##### 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

**Name:**

**Signature:**

**Date:**



## PERSON SPECIFICATION

### Experience:

Experience of working with young people and of liaising with parents on a regular and formal basis would be an advantage. Alternatively, working in a disciplined and orderly environment would also be an advantage.

### Qualifications or Training:

- Good basic education to GCSE Level
- Experience of working as part of a team
- Understanding of the Secondary School curriculum
- Specific training in the behaviour and safeguarding of young people. (This will be provided if not previously trained.)
- Good ICT skills. (Training will be given to use ePraise and Progresso systems.)
- Good understanding of child development and learning processes would be an advantage

### Practical Skills:

- Ability to lead learning in classrooms and in other environment
- The ability to stay calm under pressure.
- To be able to provide high quality communication with staff, pupils, parents/carers, and outside agencies.
- Good professional telephone manner with parents/carers

### Personal Qualities & Attributes:

- Ability to use own initiative
- Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues
- To have a high sense of moral purpose and understand the need for students to have clear boundaries and rules so that they can thrive at school.
- To be capable of providing a good standard of 'warm/strict' discipline
- To be able to work as part of a team.
- Organised and Proactive
- Ability to empathise with young people whilst challenging poor behaviour choices.
- Sense of humour.

**Name:**

**Signature:**

**Date:**