

Harlington School: A caring, forward thinking professional learning community, that develops exceptional educators and kind hearted, hard-working and well-rounded young people, all with a passion for equality and scholarship.

**Information pertaining to the Post of Cover Supervisor
Job Description and Person Specification**



Safeguarding

Harlington School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All job offers are provisional until such time as the school has undertaken appropriate safeguarding checks and is satisfied that successful candidates are suitable to work with children and young people.

Information about the Post

The Cover Supervisor is a member of the Associate Staff Team, reporting to the Director of Finance and Operations. There are two cover supervisors including this post, who provide cover in various classrooms across the school. We also have an Online Learning Centre (OLC), a room that can facilitate up to 60 students undertaking cover work under the supervision of the OLC Manager. When not tasked with cover supervision, the Cover Supervisor is based in our alternative provision, providing additional support there, or undertaking break or lunch duties as part of their role. The Cover Supervisor can also be asked to invigilate examinations, or provide support for trips and events.

Days and Hours

This is a term time only, permanent appointment. The post holder is employed for 39 weeks per year, which includes five training days. Full details of employment hours are contained in the contract, but the main working hours are 8am – 3pm, inclusive of a 50-minute lunch break.

Holidays

As this is a term time only position, holidays occur during the published holiday periods of the school.

Salary

Associate Staff Pay Scale – depending on experience

Job Description

1. Job Purpose

The cover supervisor is responsible for:

- Supervising classes in the absence of a teaching member of staff, ensuring purposeful learning, as per statutory regulations.
- Supporting students in class when not supervising a lesson to aid effective learning.
- Implementing work programmes with individual and/or groups of students in or outside of the classroom, including in our alternative provision.
- Providing support for duties, invigilation and school trips and events when not required for supervising classes.
- Contributing to the overall ethos, work and aims of the school.
- Other duties of an appropriate level and nature may also be required, as directed by the Headteacher, or the Assistant Headteacher, HR.

2. Key Tasks and Responsibilities

Operational

- Maintain good relationships with all staff, students, parents/carers and other professionals
- Supervise a class of students when the timetabled member of the teaching staff is absent, as per statutory regulations.
- Understand and implement the school's behaviour policy and code of conduct including the issuing of rewards and sanctions within the school's guidelines to ensure a constructive environment.
- Ensure that good order and safety of the students being supervised, including an orderly start and finish to the lesson.
- Keep accurate attendance records of students in supervised lessons.
- Provide students with clear information and instructions relating to the work to be completed by them.
- Respond to any questions from students about the work set, processes and procedures.
- Help students with the organisation of the work set and the materials and resources provided.
- Leave the classroom in good order and secure at the end of the lesson.

- Return work completed in lessons and information such as the class register, textbooks, and equipment to the appropriate teacher.
- Report as required any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff.
- Use ICT effectively to support learning activities.
- Liaise with the appropriate staff such as heads of department with regard to the work that has been set so that requirements are fully understood.
- Provide support to students, including those with special educational needs and English as a second language, under the direction of the class teacher, SEN co-ordinator and/or EAL co-ordinator.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Supervise registration periods in the absence of the form tutor, completing required documentation/data entry.
- Provide supervision during break times, and lunch times as required.
- Provide student support in our alternative provision if not required for classroom supervision.

Administrative

- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy.
- Carry out administrative work to support students' learning, including photocopying and writing reports.

General

- Invigilate school and public examinations and tests as required.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.
- Attend relevant meetings and training sessions where appropriate.

3. Review of the Job Description

- This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post-holder may be required to undertake additional duties as required by the Headteacher

- This job description will be reviewed and updated as required, in consultation with the post-holder and the Headteacher
- Person Responsible: Headteacher

Personal specification

Personal and Interpersonal Qualities – all posts	Essential	Desirable
Be prepared to adopt and support the core values of Harlington School , in order to play your part in providing high quality education and support to our students and other staff colleagues	✓	
Understand, promote and uphold policies for safeguarding children and young people	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Excellent interpersonal and communication skills; a non – judgemental team player	✓	
Positive, ‘can do’ approach to tasks and workstreams	✓	
Calm and patient; emotionally resilient in challenging situations	✓	
Energetic, enthusiastic and good attendance and punctuality.	✓	
Professional in attitude, conduct and appearance – a role model to young people	✓	
Planned and organised approach to workload	✓	
Excellent written and verbal communication skills	✓	
Good ICT skills	✓	
Thinking laterally and open to new ideas and approaches	✓	
Committed to professional training and development	✓	
Committed to equality and diversity	✓	

Qualifications & Relevant Experience	Essential	Desirable
Studied to a minimum standard of GCSE (grade A*–C/ 9-4) or equivalent, in English and mathematics.	✓	
Experience of working with secondary aged young people in a learning environment and in a supervisory capacity	✓	
Further or higher education qualifications relevant to the field.		✓
Experience of working in a school or similar establishment.		✓

Skills & Abilities	Essential	Desirable
Ability to build and form good relationships with students, and colleagues.	✓	
Ability to relate well to and motivate children/young people	✓	
Ability to learn and use a range of strategies to deal with classroom and individual student behaviour.	✓	
Good standard of numeracy and literacy skills.	✓	
Can use ICT packages and equipment effectively to support learning.	✓	
Initiative and ability to prioritise one’s own work.	✓	
Able to work flexibly and respond to unplanned situations.	✓	
Working knowledge and experience of national requirements regarding curriculum and relevant learning programmes.		✓
Good understanding of child development and learning processes.		✓