

# Clacton County High School

Higher Expectations, Raising Aspirations



## Job Outline Cover Supervisor

<b>Line Manager:</b>	<b>Assistant Principal with responsibility for Cover</b>
<b>Responsible to:</b>	<b>Principal</b>
<b>Salary Grade:</b>	<b>Local Government Band 3 (midpoint)</b>
<b>Full Time/FTE</b>	<b>Part time</b>

### Job Purpose

To manage whole classes during the short-term absence of teachers. This includes taking registers, giving instructions for the lesson as provided by a teacher, and managing the classroom to ensure that Students are on task.

The role does not include planning, preparation, and assessment, recording and reporting of achievement, progress and development.

### Example duties and responsibilities

#### Support for pupils:

- Supervise pupils engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Keep pupils on task and respond to general queries.

#### Support for teachers:

- Take accurate registers at the start of the lesson.
- Provide objective and accurate feedback to the teacher on the lesson.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake general support if not required to cover an absent teacher.

#### Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Ensure all pupils have equal access to opportunities to learn and develop
- Participate in training and other learning activities as required
- Attend relevant school meetings as required
- To respect confidentiality at all times

### **General**

- Represent the school in a professional manner consistent with its ethos and values;
- To respect the confidential nature of information relating to the school and students;
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager;
- Attend school and relevant wider based training session as required or necessary;
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace;
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy;
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment;

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

## **PERSON SPECIFICATION**

Experience	<ul style="list-style-type: none"><li>• Successful recent experience working with children of relevant age</li></ul>
Qualifications	<ul style="list-style-type: none"><li>• Good literacy and numeracy skills</li><li>• Good general standard of education</li><li>• Induction training for teaching assistants</li></ul>
Knowledge & Skills	<ul style="list-style-type: none"><li>• Basic knowledge of first aid</li><li>• Understanding of relevant policies/codes of practice/legislation</li><li>• Working knowledge of ICT to support learning</li><li>• Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment</li></ul>
Aptitudes	<ul style="list-style-type: none"><li>• Work effectively as part of a team and contribute to group thinking, planning etc.</li><li>• Effective time management</li><li>• Build rapport with adults and children</li><li>• To be flexible</li><li>• Follow instructions accurately</li><li>• Use own initiative and work independently</li><li>• Excellent communication skills with adults and children, verbally and in writing</li><li>• Motivate, inspire and have high expectations of pupils</li><li>• Creative approach to problem solving</li><li>• Ability to adapt quickly and effectively to changing circumstances/situations</li><li>• Work calmly under pressure</li><li>• Committed to personal and professional development</li><li>• Ability to critically evaluate own performance</li><li>• Awareness of, and commitment to, equalities issues</li></ul>