

JOB DESCRIPTION

Job title: Cover Supervisor – pool post

Responsible to: Assistant headteacher via Cover Manager

Responsible for: n/a

Hours: as required on a cover basis

Salary: Colyton Support Staff Scale 4



Main purpose

To liaise with the Cover Manager to ascertain which classes are to be covered, and other related arrangements.

Qualities

Candidates must have proven experience of working with children in the 11-18 age-group in a learning environment. They must have a good standard of education to at least A Level standard. They must be able to relate effectively to students and staff and to work constructively as part of a team with an appropriate understanding of their role and responsibilities within the classroom. They must have excellent communication skills, both oral and written, including the ability to listen. They must have the ability to work effectively under pressure.

A qualification relevant to classroom management e.g. Teaching Assistant NVQ is desirable, as is experience of using ICT and other technology to support learning

It is the expectation that all members of staff will:

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance development as required

Main Duties and responsibilities:

1. To cover lessons, as follows:
 - (a) Arrive promptly to cover lessons

- (b) Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson
- (c) Keep register of attendance for all groups covered and also at registration periods as required
- (d) Give instructions on work left by absent teacher, Head of Department or Curriculum Team Leader, to the class both verbally and visually (normally from standard pro forma) and state the learning aims of the lesson
- (e) Arrange the distribution of resources required
- (f) Where appropriate, to draw on the expertise of other adults in the classroom, e.g. Learning Support Assistant, technical staff
- (g) Keep students on task
- (h) Comply with the school's behaviour management policies and procedures and report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising
 - (i) To safeguard the health and safety of the group
 - (j) Manage appropriate care of the fabric and fittings of the classroom
- (k) Be prepared to improvise if required; seek help from member of staff specified on pro forma if necessary
- (l) Follow end of lesson requirements from the lesson pro forma including any homework instructions
- (m) Keep records of progress made by students and any problems experienced during the lesson
- (n) Collect any completed work at the end of the lesson and return it to the appropriate teacher

2. Other Duties

To carry out subsidiary tasks as agreed with line manager, which could include preparation of resources, photocopying, displaying work, word-processing, data entry etc.

To accompany teaching staff and students on visits and out-of-school activities, including taking responsibility for a group under the supervision of a teacher.

3. Performance Management

To participate in the school's performance management processes, including annual reviews.

4. Training and Development

To undertake development activities, as agreed with the Deputy Headteacher, including induction training, regular observations, in-school training sessions and other opportunities as appropriate.

Health and Safety and Other Legislative Requirements

To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This document outlines the current duties required and the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.

Person Specification:

Attribute	Essential	Desirable
Education and training	<ul style="list-style-type: none">- Educated to A-level standard or equivalent	
Experience	<ul style="list-style-type: none">- Working with young people in a supportive way- Working with Microsoft Office 365 or equivalent systems	<ul style="list-style-type: none">- Previous work in secondary education setting- Working with a school management information system
Other skills and qualities	<ul style="list-style-type: none">- Self-motivated- Flexibility and adaptability- Proactive and highly organised- Able to work under pressure in a busy environment- Ability to work effectively both alone and in a team- Ability to communicate and relate effectively with a wide range of students and staff- Prioritise own workload	<ul style="list-style-type: none">- An understanding of GDPR / data protection- Understanding of student wellbeing and safeguarding