

## JOB DESCRIPTION

<b>School</b>	<b>Smithdon High School (part of West Norfolk Academies Trust)</b>
<b>Job Title</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	<b>Scale E, Point 7 £13.26/hour - approx £18,751/year (£25,584/year FTE based on a 37 hour week) Please note that salary will be pro-rata</b>
<b>Hours/weeks:</b>	<b>32.5 hrs/week, 38 weeks/year (term time only) Permanent position</b>
<b>Responsible to:</b>	<b>Cover Manager</b>
<b>Working With:</b>	<b>Cover Supervisor Team Subject Teachers SEND Team Exams Officer</b>

### Purpose of the Job

Provide high quality supervision of classes across the curriculum in the absence of the teacher, ensuring that pupils are engaged in pre-set work, providing assistance as appropriate, managing pupil behaviour and ensuring a safe environment.

### Responsibilities

- To cover lessons for teachers who are absent or otherwise occupied (e.g. undertaking training). To work under the direction of a teacher to implement set work (which will always be provided), manage classes, monitor lesson progress, and assist pupils as appropriate.
- To cover for LSAs who are absent or otherwise occupied.
- To supervise pupils sitting examinations, ensuring that the examinations comply with Examination Boards' regulations.
- To assist teachers in supervising school visits and ensuring the health and safety of pupils on such visits.
- To provide technical and administrative support for the academic, pastoral and administrative systems of the school. To support Pastoral Managers.
- To undertake other duties as reasonably required by the Headteacher.

### Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

West Norfolk Academies Trust is committed to safeguarding and promoting the welfare of children and young people therefore appointments are subject to satisfactory references and an enhanced DBS check with barred list. Shortlisted candidates will be subject to an online search.

This post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Level 2 English	✓		Appl/Int
Level 2 Maths	✓		
Level 2 IT Qualification		✓	

Experience	Essential	Desirable	How assessed
Experience of working with young people		✓	Appl/Int/Ref
Experience of working in a team	✓		
Effective at communicating with customers/clients/young people	✓		

Skills, Attributes and Knowledge	Essential	Desirable	How assessed
Skills and knowledge to deal with student safety and behaviour	✓		Appl/Int/Ref
Setting high standards to staff and students by personal example	✓		
Ability to work effectively under pressure	✓		
Ability to prioritise and meet deadlines	✓		
Commitment to continued personal development	✓		
Ability to assimilate information quickly and prepare succinct summaries		✓	
Ability to focus on standards and the belief that all students can succeed given the right opportunity and support	✓		
Demonstrate a commitment to equal opportunities	✓		
A willingness to relate to the local community	✓		
Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing		✓	

Personal qualities	Essential	Desirable	How assessed
Positive attitude to work	✓		Appl/Int/Ref
Supporting positive mental health within the school	✓		
Ambition for self and others	✓		
Genuine concern for others and student-focused	✓		
Decisive, determined and self-confident	✓		
Integrity, trustworthy, honest and open	✓		
Accessible and approachable	✓		
Excellent interpersonal skills and teamwork	✓		

Appl = Application form

Int = Interview

Ref = Reference

