



## Carterton Community College Cover Supervisor Job Description/Person Specification

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|--|--------------------|--|---|
| <b>Job Title: Cover Supervisor</b>   |                    | <b>Post Holder: Vacancy</b>                  |   |
| <b>Grade: 6</b>  | <b>Point: 8-13</b> | <b>£19,945 - £22,021 pro rata</b>            | <b>Hours: 29 hours per week<br/>Term Time only</b>                              |
| <b>Responsible to:</b><br><br><b>Cover Manager</b>   |                    | <b>Line management of:</b><br><br><b>n/a</b> | <b>Working in partnership with:</b><br><br><b>Cover Manager; Teaching staff</b> |
| <p><b>Purpose and Scope of Responsibilities:</b><br/> <b>To facilitate high quality learning within the classroom in the absence of the class teacher.</b></p> <p>In addition, the post holder may be asked to embrace other duties at Carterton Community College that may reasonably regarded as within the nature of the role</p> |                    |  |   |

### Person Specification

| Qualifications                  | Skills/Competencies Expected of the Post Holder   |
|---------------------------------|---|
| GCSE Equivalent English & Maths | <ul style="list-style-type: none"> <li>▪ Self confidence</li> <li>▪ Reliability</li> <li>▪ Able to use own initiative and work flexibly</li> <li>▪ Good communication skills, establishing good working relationships with a range of staff.</li> <li>▪ Enthusiasm and ability to help and relate well to young people.</li> <li>▪ Ability to work well within a small team.</li> <li>▪ IT skills</li> <li>▪ Willingness and capacity to learn new skills and undertake all relevant training.</li> </ul> |



## Job Role

| Main Tasks of the Post  | Expectations of the Task   |
|---|--|
| Covering lessons  | <ul style="list-style-type: none"> <li>▪ Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or another qualified teacher.</li> <li>▪ Ensure that the resources specified are available.</li> <li>▪ Print a register for the group if one has not been left</li> <li>▪ Arrive promptly at the classroom.</li> <li>▪ Ensure that the students are properly dressed in uniform, and have the correct equipment.</li> <li>▪ Take the register.</li> <li>▪ Explain the work requirements and objectives to the class, writing these on the board if appropriate.</li> <li>▪ Distribute books and other resources as required.</li> <li>▪ Ensure that students work quietly and keep on task.</li> <li>▪ Show interest in the students' work, and where possible offer help and support.</li> <li>▪ Praise students where possible, and apply the College behaviour guidelines and sanctions where necessary.</li> <li>▪ Work with the Teaching Assistant or Trainee Teachers within the classroom as appropriate.</li> <li>▪ Collect any materials and resources as necessary at the end of the lesson according to the instructions left by the class teacher.</li> <li>▪ Dismiss the class, ensuring that the room is left tidy, and that the students leave in an orderly fashion.</li> </ul> |
| When not required to cover lessons supervisors will be deployed to provide general assistance | <ul style="list-style-type: none"> <li>▪ Provide Admin support</li> <li>▪ Supervise groups of students working outside their normal classroom</li> <li>▪ Provide TA support in classrooms</li> <li>▪ Undertake exam invigilation</li> <li>▪ Provide help to teachers or support staff, (wherever possible making use of the skills that the cover supervisor is able to bring to the job, for example library skills, display skills etc).</li> </ul>  |
| Whole school responsibilities   | <ul style="list-style-type: none"> <li>▪ To undertake annual performance management</li> <li>▪ To be aware of school policies and undertake safeguarding/child protection training.</li> <li>▪ To be aware and adhere to relevant school policies and procedures.</li> <li>▪ To be responsible for the reporting of H&amp;S issues affecting yourself and colleagues, following agreed procedures.</li> </ul>  |



## School Policies - General

1. Be aware of, uphold and contribute to the development of the College's Policies and Procedures
2. Contribute to and be knowledgeable of the College's Strategic Development Plan and the College's Annual Improvement Plan

### Annual Leave (Holiday) Entitlement for Term-Time Only Employees

The leave entitlement for term-time only staff below is included within the pay calculation as set out in contract and so there is no actual leave to take. If you work in a school, your entitlement to annual leave will coincide with periods of school closure and is therefore considered to be taken during that time with no entitlement to take leave during term time. Your pay is spread equally over the 12 months of the year. The holiday figures below pro-rata the holiday entitlements that throughout the year staff have.

#### Usual 38 week working year

The payment for annual leave calculation is  $38/52 \times$  annual leave entitlement including Bank Holidays. **Grade**

Bank Holidays. **Grade**

Grades 1 to 6

Grades 7 to 8

Grades 9 and above

#### Up to 5 years service

5.31 weeks holiday

5.89 weeks holiday

6.28 weeks holiday

#### 5-10 years continuous service

6.28 weeks holiday

6.28 weeks holiday

6.28 weeks holiday

#### 10 years continuous service or more

6.48 weeks holiday

6.48 weeks holiday

6.88 weeks holiday