



Bristol Cathedral Choir School

Cover Supervisor

CST pay spine points 17 – 21 (£18,093 - £20,563 pro rata)
Term Time only (0.8077FTE)

Actual salary £14,613.58 - £16,608.58

Required from September 2017
for one year in the first instance.

Post **COVER SUPERVISOR**

The role is to supervise classes as they undertake work set in the short-term absence of the class teacher.

Bristol Cathedral Choir School is keen to fill this post with an energetic, creative individual who can relate positively to young people. The ability to support games teaching and contribute to the co-curricular sporting programme would be highly desirable, particularly in the areas of rugby, football, cricket, netball or hockey.

This is an exciting opportunity to work alongside school staff, to be trained in supervisory skills and to develop these skills in the management of school classes. Essential personal qualities for this post are: good interpersonal and communication skills; initiative; flexibility; reliability; and a sense of humour. Additionally candidates will need to have had a good general education, (including GCSE grade C or equivalent in Mathematics and English). To have experience of working with or relating to young people and to have a commitment to their welfare, education and development is also highly desirable.

Closing Date Friday 23rd June 2017

Method of Application

To apply please visit our TES webpage <https://www.tes.com/jobs/employer/-1001343>

Further information about the school is available from our website
www.bccs.bristol.sch.uk

Applications should be received as soon as possible and by Friday 23rd June at the latest.

Interviews will be held on Thursday 29th June

Please note that all posts at the School are subject to initial and periodic checks with the Disclosure and Barring Service as the school takes every measure possible to ensure the safeguarding of its students.

BRISTOL CATHEDRAL CHOIR SCHOOL

Post:	Cover Supervisor
Responsible to:	Assistant Principal

Core Purpose:	To supervise classes as they undertake work set in the short-term absence of the class teacher.
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Main Responsibilities & Duties:

Supervision of classes as they undertake work set in the short-term absence of the class teacher.

To liaise with subject staff, in particular curriculum team leaders and the co-ordinator of supply cover (SLT).

To implement school policies when supervising classes, particularly in relation to:

- Good behaviour and conduct
- Attendance
- Disciplinary routes/referrals
- Whole school expectations
- Tutoring
- Developing good working relationships with students and classes

To undertake training and professional development programmes provided by the school to suit the appropriate needs of the successful candidate.

To assist with other support staff duties when not required to supervise classes. This could include learning support for individuals or groups of students, or clerical work. Acting as a learning support assistant would mean:

- Accompanying students with special needs to some mainstream classes.
- Helping students to deal with the work in mainstream classes in whatever way is most suitable, after discussion with the subject teacher and the Learning Support Manager.

This may involve:

1. reading texts to students or being a scribe,
2. helping students to plan his/her written work,
3. helping the subject teacher to produce suitable material,
4. removing students for more intensive explanation of subject matter,
5. supporting practical subjects for students who have physical difficulties.

In addition, developing and implementing structured teaching and learning activities, monitoring and evaluating students' responses to learning activities, recording progress and achievement in lessons and providing objective and accurate feedback to teachers are skills we would wish to develop with the successful candidate over a period of time.

The ability to support games teaching and contribute to the co-curricular sporting programme would be highly desirable.

The candidate will also be expected to be involved in educational visits.

Notes: The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Cover Supervisor	Salary Scale: pay spine point 17 - 21

1. Skills and Abilities

No	Description	Method of Assessment
	Essential	
1.1	A commitment to making a positive contribution to the education of young people	Application form/interview
1.2	Resilience and patience to deal with occasional difficult situations and behaviours	Application form/interview
1.3	To follow the school's safeguarding guidelines.	Application form/interview
1.4	Flexibility and self awareness to realise when alternative strategies and approaches are required for different students	Application form/interview
1.5	Good personal organisation skills	Application form/interview
1.6	Self confidence and firmness to establish a positive working atmosphere in classes	Application form/interview
1.7	Ability to work on own initiative and not require constant supervision	Application form/interview
1.8	Ability to work as part of a team	Application form/interview
1.9	Able to communicate effectively with staff and students at all levels and establish positive working relationships with young people	Application form/interview
1.10	Able to maintain absolute confidentiality regarding students' personal details.	Application form/interview
1.11	Ability to take day-to-day decisions within agreed parameters.	Application form/interview
	Desirable	
	The ability to support games teaching and contribute to the co-curricular sporting programme would be highly desirable.	Application form/interview

2. Knowledge/Qualifications

No	Description	Method of Assessment
	Essential	
2.1	An education standard equating to GCSE grade C in English and Mathematics	Application form, certificates & interview

2.2	Background knowledge of the National Curriculum	Application form/interview
2.3	Knowledge of pupils' individual targets. Where appropriate, more specialised knowledge in specific curriculum areas may be required.	Application form/interview
2.4	Knowledge of legislation and regulations applicable to the support and care of pupils.	Application form/interview
2.5	To be numerate and literate,	Application form/interview
	Desirable	
2.6	A qualification relevant to supporting the learning process in schools.	Application form/interview
2.7	Knowledge of school systems and procedures	Application form/interview
2.8	Understanding of Secondary education sector and the issues facing schools over the coming years.	Application form/interview

3. Experience

No	Description	Method of Assessment
	Essential	
3.1	Experience of working with children in an educational setting.	Application form/interview
	Desirable	
3.2	Experience in a similar role or a role requiring similar skills, abilities and knowledge.	Application form /interview

4. Other Requirements

No	Description	Method of Assessment
	Essential	
4.1	A willingness to attend courses as required, in order to enhance your knowledge, understanding and skills and to improve the level and quality of support given to pupils and teachers.	Interview
4.2	Commitment to excellence and desire for continual improvement	Interview
4.3	Good sense of humour and a willingness to work co-operatively as part of a team.	Interview
	Desirable	
4.4	A knowledge and interest in the education environment	Interview