



## **WEAVERHAM HIGH SCHOOL**

**Lime Avenue, Weaverham,  
Cheshire CW8 3HT**

**Excellence in Learning and Leadership Development**

**11-16 Comprehensive NOR1030**

### **Cover Supervisor (Maternity Leave)**

*Grade 5 £19,171 - £21,166*

*31.5 hours per week (term-time only)*

*Actual salary £14,020 - £15,479*

Required from September 2019

The school enjoys outstanding academic achievement, is over-subscribed and expanding, with over 40% of pupils coming from beyond the designated catchment area.

For further information and an application form email  
[jobs@weaverhamhighschool.com](mailto:jobs@weaverhamhighschool.com)  
or the school website [www.weaverhamhighschool.com](http://www.weaverhamhighschool.com)

Closing date Noon, Monday 15th July 2019

Headteacher: Clare Morgan

Tel: 01606 852120 Fax: 01606 854033

[www.weaverhamhighschool.com](http://www.weaverhamhighschool.com)

## **Cover Supervisor Post**

The responsibility of the Cover Supervisor is to administer work which has been set for the class. This work will be set either by the normal class teacher or by the Head of Subject if the teacher is absent. It will not involve the Cover Supervisor in any planning activity. In a similar manner the post will not involve the marking or assessment of work completed by the pupils other than when this is part of the classroom activity, eg pupils marking each others work. Marking and assessment will be carried out by the normal class teacher. The role will involve the active presence of the Cover Supervisor in the class and the constant interaction with pupils to ensure work is being understood and completed to a suitable standard.

The Cover Supervisor will be familiar with the routines of the school and will become well known to pupils. Through establishing relationships they will be able to develop their own classroom management skills and make use of the behaviour strategies that are prevalent throughout the school. Our Code of Conduct with agreed expectations, an emphasis on rewards and a staged response to sanctions will be used by the Cover Supervisor to maintain learning in the lesson. In this they will be supported by other colleagues, the Head of Department and members of the Senior Leadership Team as would befit any usual teacher. Cover Supervisors will be responsible for following through any sanctions which they impose on individual pupils, eg detention and therefore additional time has been allowed for this within the working hours of each day.

The Cover Supervisors will be expected to be in school by 8.15am to enable them to identify which classes they are covering and collect the appropriate work. Similarly their employment continues until 3.30pm to enable any issues to be pursued after the end of the normal school day. Cover Supervisors will report directly to the Cover Organisers. The Cover Organiser is responsible for assigning the Supervisor to specific classes, for monitoring the quality of the work undertaken and for carrying out Performance Management with the appointed supervisors.

<b>JOB TITLE</b>	<b>Cover Supervisor – Secondary Schools</b>	<b>JOB REF NO</b>	<b>AAAE5080</b>
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### **BASIC JOB PURPOSE**

Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

	<b>MAIN RESPONSIBILITIES</b>
<b>1</b>	Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
<b>2</b>	Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment.
<b>3</b>	Respond to any questions from pupils about process and procedures so they can continue with their set work.
<b>4</b>	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
<b>5</b>	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
<b>6</b>	Report back, using the school's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

# Weaverham High School

## Cover Supervisor

### Person Specification

Attribute	Essential	Desirable	How Measured
Qualifications	GCSE Grade C or higher in English & Maths or equivalent	A levels, HLTA Degree or equivalent Teaching Qualification.	Application form.
Experience	Successful relationships with young people	Success in working in a school environment	Application form, references.
Knowledge and Skills	An understanding of what constitutes good professional relationships for sound classroom management	Experience of managing class sized groups of pupils	Application, interview.
Personal Qualities	Ability to enthuse young people to produce work to a high standard.		Interview, references.
	Good people management skills.	Good classroom management skills.	Application, interview.
	Ability to work hard under pressure.		Interview, references.
	Strong and clear oral and written communication skills.		Application, interview.
	A sense of humour!		Interview.
Personal Development	A commitment to development of personal skill level.	Evidence of ongoing training.	Application, interview, references.
Other Personal Qualities	Appreciation of the pastoral and well being responsibilities of schools	Understanding of the role of the form tutor. Awareness of issues surrounding teenage lifestyles.	Application, interview, references.