

# INVICTUS

Education Trust

## JOB DESCRIPTION

**JOB TITLE:** COVER SUPERVISOR

**DEPARTMENT:** RUFFORD PRIMARY SCHOOL

**SALARY RANGE:** GRADE 5 SPINE POINT 7-11  
£10.41 - £11.27 per hour

**TYPE OF CONTRACT:** PERMANENT, TERM TIME ONLY  
32.5 hours per week, 39 weeks

**REPORTING TO:** DEPUTY HEAD

<b>Main purpose:</b>	To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short-term absence of teachers.
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### MAIN DUTIES:

<b>General Duties</b>	<p>Supervise work that has been set in accordance with the school policy.</p> <p>Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment</p> <p>Respond to questions from student about process and procedures</p> <p>Assist students to undertake set activities as appropriate</p> <p>Deal with any immediate problems or emergencies according to the school's policies and procedures</p> <p>Collect completed work after the lesson and return it to the appropriate teacher</p> <p>Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising</p>
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	<p>Establish productive working relationships with students, acting as a role model and setting high expectations</p> <p>Promote the inclusion and acceptance of all students within the classroom</p> <p>Support students consistently whilst recognising and responding to their individual needs</p> <p>Encourage students to interact and work co-operatively with others and engage all students in activities</p> <p>Promote independence and employ strategies to recognise and reward achievement of self-reliance</p> <p>Provide feedback to students in relation to progress and achievement</p> <p>Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.</p> <p>Assist with lunchtime supervision, school trips and school activities. There may be a requirement of this role to support students outside of normal school hours in after school clubs/activities/events</p>
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### **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

### **Support for the Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust’s dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

### **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: Keeping Children Safe in Education, 2021- <https://bit.ly/3sFula8>

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children’s Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

## Person Specification

Criteria	Essential	Desirable
Qualifications	<p>Very good numeracy and literacy skills and effective written and oral skills</p> <p>NVQ 3 School Support Staff or other appropriate equivalent qualification or experience</p>	<p>Previous experience of working in a school environment in a related discipline may be beneficial</p>
Experience	<p>Committed to the provision and improvement of quality service provision</p> <p>Ability to relate well to children and adults, able to form and maintain appropriate relationships and personal boundaries with children and young people</p> <p>To keep calm and maintain an air of authority</p> <p>Good organising, planning and prioritising skills with a methodical approach to work and good attention to detail</p>	
Skills and knowledge	<p>Understanding and respect for confidentiality in relation to all issues connected with this role</p> <p>Able to work constructively as part of a team, understanding school rules and responsibilities</p> <p>Committed to the needs of the students, parents and other stakeholders and challenge barriers/blocks to provide an effective service</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p>	
Personal qualities	<p>To be reliable, punctual and have excellent attendance</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p>	

This job description/person specification may be amended at any time in consultation with the postholder.

Chief Executive Officer's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Postholder's signature: \_\_\_\_\_

Date: \_\_\_\_\_

