**Whickham School**



**JOB DESCRIPTION**

**POST: Cover Supervisor**

**Grade F/G (SCP 14 £27,334 – 23 £32,076) pro rata to term time**

**Purpose of the post and main scope of responsibility:**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be. You will supervise whole classes during the short term absence of a teacher. The primary focus will be to actively engage with pupils to ensure that appropriate progress is made in the lesson by maintaining good order and keeping students on task. You will also support class teachers in the event that no staff are absent.

**Responsible to**: Administration Manager

**Hours of Work**:

* 37 Hours per week.8.30am – 4.30pm Mon - Thurs and 8.30am - 4.00pm on Fridays
* Term time.

**MAIN DUTIES**

**Ensuring that pupils make progress in cover lessons by** supervising and actively engaging with whole classes during the short term absences of teachers; establishing constructive relationships and communicating with other relevant professionals in partnership with curriculum staff to support student’s learning and progress; establishing positive working relationships with students, acting as a positive role model and setting high standards; supporting all students consistently, whilst recognising and responding to their individual needs.

**Ensuring that good order is maintained around school by** keeping students on task undertaking pre-prepared work; supervising students around the school during specified breaks and lunchtimes; ensuring there is an orderly entrance and exit to the classroom and that lessons routines are followed without exception; registering and recording student attendance; instructing students to sit in their usual places according to the seating plan where appropriate; promoting the inclusion and acceptance of all students within the classroom; creating a calm and purposeful environment in which students can complete work; maintaining consistently high standards and expectations in terms of work rate and behaviour; following academy systems and procedures on positive behaviour management; providing feedback to students in relation to progress and achievement; being aware of particular students’ specific needs as identified in EHCPs; supporting students in using basic ICT and following the academy procedures in terms of internet access and child safety; managing resources effectively and ensure classrooms are left tidy and ready for the next lesson; collecting any completed work after the lesson and return it to the appropriate teacher.

**OTHER DUTIES**

* To proactively support teachers and pupils during time that a lesson duties have not been allocated to you i.e. by contacting the Administration Manager, SEND Department and Faculty Leaders to make them aware of your availability. This could involve supporting pupils with SEND or acting as a teaching assistant.
* To supervise students on visits, trips and out of school activities.
* To adhere to working practices, methods and procedures and to undertake relevant training and development activities and to respond positively to new and alternative systems.
* To be responsible for ensuring the Health and Safety of pupils.
* Challenge and motivate pupils promoting and reinforcing self esteem.
* Implement supervision of pupils out of school hours as directed.
* Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to line manager.
* To carry out any reasonable request made by the Headteacher or line manager.

**STAFF DEVELOPMENT**

* To continue the process of professional development through general work within the school and undertaking relevant in-service training.
* To undertake training relevant to the role performed

**GENERAL**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. To carry out any reasonable request made by the Headteacher or line manager.
3. No Job Description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….

**PERSON SPECIFICATION**

**E= Essential, D = Desirable**

|  | **E** | **D** |
| --- | --- | --- |
| **Skills/Abilities** | | |
| Experience of working with young people in an educational setting | **✔** |  |
| Excellent communication skills and the ability to build effective working relationships with all pupils and colleagues | **✔** |  |
| Ability to understand and follow procedures e.g. child protection, school behaviour policy etc | **✔** |  |
| Ability to prepare and organise a range of resources to support teaching staff | **✔** |  |
| Ability to have a positive impact on desired student behaviour | **✔** |  |
| Able to generate enthusiasm in students | **✔** |  |
| Good communication skills, able to clarify and explain instructions clearly | **✔** |  |
| Professionally discrete and able to respect confidentiality in particular areas | **✔** |  |
| To be involved in ongoing Professional Development | **✔** |  |
| Effective use of ICT | **✔** |  |
| Full, clean driving licence |  | **✔** |
| **Knowledge and Understanding** | | |
| Knowledge of the education system | **✔** |  |
| Some knowledge of the Children Act and education legislation |  | **✔** |
| Awareness of the reasons for students getting into difficulties and strategies for how to assist students in overcoming them | **✔** |  |
| Knowledge or experience of :  SEN Code of Practice  Positive Behaviour Management  Anger Management strategies  Descalation techniques |  | **✔** |
|  |  |  |
| **Experience** | | |
| Experience of working with children, parents and teachers | **✔** |  |
| Experience of working with children with AEN |  | **✔** |
| **Qualifications** | | |
| HLTA qualification |  | **✔** |
| Degree or equivalent | **✔** |  |
| English & Maths GCSE Grade C of above | **✔** |  |
| **Attributes** | | |
| Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people | **✔** |  |
| Ability to work cooperatively and collaboratively | **✔** |  |
| The ability to remain calm under pressure | **✔** |  |