



Kesgrave High School

Job Description and Person Specification

Cover Supervisor

35 hours per week, 39 weeks per year
Grade 4, point 9-12 - £23,194-£25,409 pro rata (permanent)
(gross annual salary £18,623-£20,402)

OUTLINE OF ROLE

Cover supervision occurs when there is no active teaching taking place. Pupils will continue their learning by carrying out a pre-prepared exercise under supervision. The role of Cover Supervisor involves the supervision of whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures. Although the teacher plans the lesson, the Cover Supervisor will make a considerable contribution to pupil learning and development. Duties involve the interpretation of recognised procedures or guidelines and the post holder will be expected to use their initiative. The work might involve responding independently to unexpected problems and situations. The postholder will have access to advice and guidance on unusual or difficult problems. There is a full induction and training programme, including opportunities to observe teachers at work.

JOB DESCRIPTION

SUPPORT FOR STUDENTS DURING A TEACHER'S ABSENCE

The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach. Cover supervision will include:

- Supervising work that has been set in accordance with school policy
- Liaising with teachers with regard to the work set
- Registering the attendance of the class
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment

- Responding to any questions from pupils about process and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and any issues arising

SUPPORT FOR THE TEACHER

- Provide cover for short term absence of the teacher, either planned, e.g. where a teacher has a medical appointment or unplanned, e.g. during absence due to ill health

SUPPORT FOR THE SCHOOL

- Under the supervision of the Headteacher or other designated teachers, to invigilate internal and external examinations, this may include supporting students with access arrangements.
- Carry out other tasks as reasonably requested by the Headteacher.

The duties and responsibilities of any post may change from time to time, and postholders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post. Where there is no cover, the sorts of tasks involved would include:

- Working one-to-one or with small groups of pupils with the Learning Support Team
- Working within the classroom supporting students with Special Educational Needs, under the direction of the teacher
- Working with Student Support Officers
- Working with Heads of Year
- Supporting with administrative tasks such as reprographics or inputting data
- Supporting students with access arrangements for examinations (i.e. scribing, reading)
- Mounting art work and general displays

If you have any further questions regarding the post, please contact Miss L Warfield, Assistant Headteacher, at the school on 01473 624855.

PERSON SPECIFICATION: COVER SUPERVISOR

Requirement	Essential or Desirable	How assessed
Education/Qualifications/Knowledge 5 GCSEs with English and Maths 2 A-Level qualifications or Level 3 equivalent Degree Level qualification	E E D	Application Form
Experience Experience of working in a secondary school environment Experience of working with or caring for children of a relevant age	D D	Application Form/Interview
Aptitude and Skills Good organisational skills, confident in the use of ICT Good verbal and written communication skills and ability to relate well to children and adults Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities. Ability to identify own training and development needs and participate in on-going training Interest and enthusiasm for inclusion initiatives Ability to manage classroom activities and the physical learning space safely Understanding of principles of child development and learning processes Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural need	E E E D E E D D	Application Form/Interview
Personal Attributes A positive personality Ability to deal calmly with different situations as they arise Ability to manage classroom activities and the physical learning space safely. Develop good relationships with pupils and staff Understand and respect the principles of confidentiality A flexible and adaptable approach A willingness to work hard Excellent attendance and punctuality record Energy, resilience and sense of humour Approachable Ability to prioritise and manage time	E E E E E E E E E E	Interview
Ethos Understand and demonstrate a willingness to promote positively the ethos of the school with students and staff.	E	Interview