

Cover Supervisor

JOB DESCRIPTION AND PERSON SPECIFICATION

Location

To work at Pakefield High School, Loddon, Norwich

Salary

Scale E
Starting at point 7
32.5 hours per week
39 weeks per year (Term time plus one week)

Hours of Work

8.30am – 3.30pm – Monday to Friday

Core Purpose

To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher and keep pupils on task while maintaining good order.

Reporting Lines

Report to the Cover Manager

Key Responsibilities

- Supervise pupils while they are engaged in learning activities and deal with immediate problems and emergencies.
- Manage pupils' behaviour within the ethos and behavioural policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Respond to pupil queries on procedures while keeping pupils on task.
- Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour / progress of pupils.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff in large examinations or test groups.
- Support the use of ICT within the lesson as appropriate.
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

Support for the School

- Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Undertake other similar duties and activities that fall within the grade and role of the post as decided by the Head of School / Assistant Headteacher.

Other Opportunities

- Play an active role in academy life and make a positive contribution to the ethos of the academy.
- Actively participate in whole academy CPD.
- Perform additional duties and tasks required for the effective operation of the academy.

Variations

- As a member of the staff of the school the post holder must respect confidentiality and act at all times in the interests of the good name of the

school and the health, well-being and good progress of its students. Staff must also display personal standards at work and in the local community that are fitting for a person associated with the education of young people.

- Undertake other duties; to commensurate to the post holder's abilities, position and grade, as requested by the line manager, of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the

exact remit following annual job description review.

- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

This job description will be reviewed a least once per year and may be subject to amendment or modification at any time after consultation with the postholder.

It is not a comprehensive statement of procedures and tasks, but sets out the general expectations of the school in relation to the postholder's responsibilities and duties.

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs A*-C including English and Maths • Qualifications linked with working with children and young people. • First Aid Certificate or willingness to undertake training 	<ul style="list-style-type: none"> • A degree in a relevant subject • Qualified Teacher Status • Training/qualification linked to teaching or tutoring
Experience	<ul style="list-style-type: none"> • Have a passion for working with young people and helping them to develop and progress. 	<ul style="list-style-type: none"> • Work within an education/social care setting. • Previous work with young people and families.
Knowledge and Technical Skills	<ul style="list-style-type: none"> • Good understanding of children / young people's development and learning processes • An understanding that children / young people have differing needs and knowledge of inclusive practice • Knowledge of Behaviour Management techniques 	<ul style="list-style-type: none"> • Knowledge of Child Protection and Health & Safety legislations and procedures
Skills and Personal Attributes	<ul style="list-style-type: none"> • Good interpersonal skills, including the ability to work as a team member, but also having self-motivation when working independently • Ability to lead a class towards planned outcomes. • Ability to relate well to students and staff • Excellent keyboard skills • Ability to prioritise effectively • High professional and personal standards in both work and conduct • Strong personal drive and willingness to get things done • Good time management • Openness to learning and change • Effective written and oral communication skills • Supportive, patient and non-judgemental 	
Equal Opportunities	<ul style="list-style-type: none"> • A demonstrable commitment to support and promoting safeguarding, student welfare, equality and diversity 	
Safeguarding	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice 	
Other Requirements	<ul style="list-style-type: none"> • An understanding of data protection • Ability to work flexibly and outside of normal working hours if required • Full UK driving licence 	

Clarion Corvus Trust is committed to safeguarding and promoting the welfare of children and young people across its schools and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete an enhanced DBS, and have checks carried out with previous employers. We are an equal opportunities employer.