



HAWKLEY HALL HIGH SCHOOL

JOB DESCRIPTION

1. INTRODUCTION

1.1 **NAME OF POSTHOLDER:**

1.2 **JOB TITLE:** Cover Supervisor – temporary to cover maternity leave

1.3 **JOB PURPOSE:** Under the reasonable direction of the Headteacher, carry out the professional duties of the post.

Supervise whole classes during the short term absence of teachers, maintaining good order and keeping students on task.

Respond to questions and generally assist students to undertake set activities.

Work under the guidance of teaching/senior staff and within an agreed system of supervision, in or out of the classroom.

Implement agreed work programmes, assisting the teacher in the whole planning cycle and the management/preparation of resources. This could include those requiring detailed and specialist knowledge in particular areas.

Enable the access to learning for students.

Support the aims and objectives of the school

1.4 **Line Management:** Reporting to – Deputy Headteacher, Business Manager

1.5 **Liaising With:** Headteacher, senior leadership team, relevant teaching and support staff, relevant external agencies and parents.

1.6 **Salary Scale:** Grade 3 (scale point 10-15) £15,390 - £17,167 pro rata

1.7 **Working Time:** 27.5 hours per week term time only

1.8 **DBS Disclosure Level:** Enhanced

Dated September 2017

COVER SUPERVISOR GRADE 3

SUPPORT FOR STUDENTS

- Use specialist (curricular/learning) skills/training/experience to support students
- Assist with the development and implementation of IEPs
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement

SUPPORT FOR THE TEACHER

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports, as required, to the teacher on student achievement, progress and other matters ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Undertake marking of students' work and accurately record achievement/progress
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, as directed
- Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework, produce worksheets for agreed activities

SUPPORT FOR THE CURRICULUM

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement local and national learning strategies, for example, literacy, numeracy, KS3 and early years, and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend and participate in regular meetings as may be reasonably directed
- Participate in training and other learning activities as may be reasonably directed
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as may be reasonably directed
- Undertake planned supervision of students out of school hours, for example, learning activities & Homework Club
- Supervise students on visits, trips and out of school activities as may be reasonably directed

Play a full part in the life of the school community, to support its distinctive mission and ethos.

SIGNATURES

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
(Support Staff)

Signed
(Headteacher)

Dated
(Support Staff)

Dated
(Headteacher)

HAWKLEY HALL HIGH SCHOOL

JOB DESCRIPTION

Post Title	Cover Supervisor
Job Purpose	To provide classroom supervision of students in the short-term absence of a teacher
Hours	Term time only 27.5 hours per week, 8.45am start
Responsible to	Deputy Headteacher, Business Manager

Cover Supervisor

Principal Duties

- To provide classroom supervision in the absence of a teacher
- To communicate the work set by the teacher to the students
- To communicate feedback from the covered lesson to the teacher
- To collect any completed work after the lesson and return it to the appropriate teacher
- To manage the behaviour of students whilst they are undertaking the set work to ensure a constructive learning environment.
- To ensure observation of Health and Safety regulations
- To uphold the school ethos, rules and regulations
- To invigilate examinations as required and maintain the rules set by the external examination boards and in-house regulators.
- To provide clerical /administrative support e.g. photocopying, word processing, filing, collecting money etc.
- To assist with the display of students work

Additional Tasks

- To participate in continuing professional development.
- To be aware of and comply with all school policies and procedures.
- To appreciate and support the role of other professionals.
- To assist with the supervision of students out of lessons including before and after school.
- To accompany teaching staff and students on visits, trips and out of school activities as required
- To be a designated 'First Aider'

COVER SUPERVISOR
PERSON SPECIFICATION

The successful candidate will possess:

- An empathy with children
- The ability to establish effective working relationships with staff and students
- A high degree of organisation
- The ability to work both as a supportive team member and under one's own initiative
- A willingness to undergo further professional development
- An understanding of the confidentiality necessary when working with students
- Excellent attendance and punctuality records from previous employment
- GCSE or equivalent Mathematics and English Language.
- ICT Competence

Desirable

- Previous experience of working with children
- Level 3 qualification or higher or evidence of the equivalent QCF credit value

This post is subject to enhanced disclosure procedure.

September 2017