

THE BISHOPS' BLUE COAT CHURCH OF ENGLAND HIGH SCHOOL



Cover Supervisor

Job Description

Hours of work: Part time - 32.5 hours per week / 39 weeks per year – Term time only. Monday to Friday -8.30am to 3.30pm *including half an hour for lunch.*

Salary: Grade 6, Points 11-17 (£29,211 – £32,200 per annum) Actual Salary £22,138 - £24,404 pro rata

Main Job Purpose: To support the work of the school by providing classroom supervision of students during short term teacher absence.

Management: The postholder will be line managed by a member of senior staff. For personnel issues the manager will be the Business Manager. The postholder will not have responsibility for managing other staff.

Contacts: Students, Teachers, All other school staff

Safeguarding Young People: All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, and at interview they will be questioned about issues relating to ensuring young people's safety.

Principal Responsibilities:

1. Using acquired skills, support and deliver learning activities provided by teaching staff in a manner that facilitates effective teaching and learning.
2. Supervise the activities of individuals or groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
3. Record student information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
4. Attend to and/or supervise attendance to the personal and physical needs of students so that their wellbeing is maintained.
5. Maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.
6. Display and present the students' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
7. Attend staff and other meetings and participate in staff training development work and staff reviews as required.
8. Invigilate tests and examinations when required.
9. Act in the capacity of 'a responsible adult' and accompany educational field trips and visits.
10. Carry out break time and lunchtime supervisory duties on a rotational basis.
11. Provision of first aid assistance (training will be provided if required).

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

The Role: The school recognises that many activities undertaken in classes can be supervised by adults other than teachers, particularly when the teacher is absent for a short period such as when they are attending courses or are ill. We also value the role that a great many adults who work with young people play in contributing to their overall development.

The role of Cover Supervisor is a further development in our ambition to build an even stronger educational support team which currently includes teaching assistants and technicians, and which complements our administrative and site teams.

The main role for the Cover Supervisor is in classrooms supervising students whose usual teacher is absent for a short period. For longer term absence supply teachers are normally employed. The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent during the time they have been timetabled to teach. Cover supervision occurs when no active teaching is taking place. Students continue their learning by carrying out pre-planned work under supervision.

The successful applicant will receive induction and orientation training and ongoing support from a senior member of staff. They will be a full member of the school team and will be entitled to and will receive appropriate continuing professional development activities. This appointment will commence as soon as possible, and the first weeks will be devoted to training and induction. This will include:

- Shadowing existing staff who teach, support and cover for absent colleagues
- Understanding the role and becoming familiar with what the role entails
- Child protection and staying safe
- Dealing with challenge and frustration in classes
- Managing student behaviour
- The specific requirements of exam invigilation
- An introduction to our support systems and procedures
- Basic ICT skills (if needed)

The need for classroom supervision cannot easily be predicted, nor is it required all of the working day. This post is designed to be flexible; when you are not called upon to cover, which is the first priority, you will be expected to take on a wider role within the school by helping in the SEND department or helping with administrative support and other appropriate tasks.

Person Specification

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • GCSE English and Maths Grade C (Grade 4) or above • Level 3 qualification/s (A level or equivalent) 	<ul style="list-style-type: none"> • Evidence of continuing learning • Evidence of training in education or related role
EXPERIENCE	<ul style="list-style-type: none"> • Has worked - paid or voluntary - with young people 	<ul style="list-style-type: none"> • Has worked in a school
QUALITIES	<ul style="list-style-type: none"> • Can relate to teachers, students and other adults • Can prioritise demands • Keeps calm under pressure • Has presence or innate authority • Polite, assertive, firm when necessary • Can give clear instructions and explanations • Has high expectations of behaviour • Will follow organisational policies, procedures and instructions • Uses initiative to solve problems, and knows when to ask for help/advice • Can work as member of a team 	
SKILLS	<ul style="list-style-type: none"> • Working knowledge of Microsoft Word 	<ul style="list-style-type: none"> • Knowledge of ICT office software • First Aid qualification
OTHER	<ul style="list-style-type: none"> • Ability to support the school's church ethos • Willingness to undertake training as required • Awareness of Child Protection and Safeguarding issues 	