



### Job Profile & Person Specification – Cover Supervisor

Closing date 9am Monday 4 December 2023

#### Job Profile

<b>Contract:</b>	Term time (39 weeks), 37 hours a week, Permanent
<b>Pay Scale Range:</b>	NJC8 – NJC12 (£22,573 (FTE0.866) to £24,315 (FTE0.8744))
<b>Line Manager:</b>	SLT
<b>Key Relationships:</b>	School leadership team, teaching and support staff
<b>Location:</b>	St Andrew the Apostle School

#### Core purpose

To work under the guidance of the senior leader who has oversight of cover to plan and provide for day-to-day cover and with appropriate subject leaders and within an agreed system of supervision, to:

- Plan cover for day, week, half-term in advance taking into account staff absence and school events.
- Set daily cover and communicate this effectively with all staff, adjusting through the day where appropriate.
- Liaison with supply agencies and finance
- Supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities.
- Provide specialist support to the curriculum, including preparation, and organisation of resources and support to teaching staff and students when cover is not required.
- Provide supervision at breaks and lunchtimes on a daily basis.
- Provide cover for tutor sessions as required.

#### Key Responsibilities (all staff)

Acting as a Cover Supervisor (if required) in the absence of the class teacher by:

- supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- use classroom/teaching skills/training/experience to support students;
- promote positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including:
  - completing electronic registers for registrations and every class.
  - 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.
  - rewarding students, where appropriate, in accordance with school procedures.



## Greek Orthodox School

- reporting as appropriate, using the school's agreed referral procedures on the behaviour of students during class, any issues arising.
- 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.
- recognise and respond to the individual needs of students.
- encourage students to interact and work co-operatively with others and engage all students in activities.
- set challenging and demanding expectations and promote self-esteem and independence.
- provide feedback to students in lessons.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- implement agreed learning activities/teaching programmes/ practical lessons, adjusting activities according to student responses/needs
- On call duties and Referral room management
- any other duties as reasonably instructed by the Headteacher

When not required to cover classes or groups of students the Cover Supervisor will provide support for teachers by preparing resources, working on an individual or small group basis with students with particular needs adjusting lessons/work plans as appropriate and administering and assessing routine tests and invigilating exams/tests.

### Other responsibilities (all staff)

- being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- ensuring all students have equal access to opportunities to learn and develop;
- contributing to the overall ethos/work/aims of the school;
- establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teaching staff, to support achievement and progress of students;
- attending and participating in regular meetings including training and other learning activities as required;
- recognising his /her own strengths and areas of expertise and using these to advise and support others;
- providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate;
- undertaking planned supervision of students out of school hours learning activities, including running a lunchtime activity, if required;
- supervising students on visits, trips and out of school activities as required within normal school hours.

## Person Specification

### Experience

#### Essential

- Recent experience of working in a school as a classroom teacher or a cover supervisor, or in a classroom support role

#### Desirable

- Use of MIS, specifically to plan and set cover
- Recent experience of pastoral support within key stage 3 or 4



## Greek Orthodox School

- Recent successful experience of teaching and developing literacy, communication and numeracy

### Professional knowledge and Qualifications

#### Essential

- GCSE or equivalent Level 2 passes in English and Mathematics (literacy and numeracy)

#### Desirable

- Relevant first aid knowledge
- Educated to degree level
- An awareness of the wider context of the National Curriculum, including programmes of study and developments like the framework for teaching English in KS3 and 4
- Excellent understanding of curriculum and pedagogical issues relating to reading, writing, communication and numeracy
- Knowledge of effective strategies to include and meet the needs of all students, in particular students learning EAL and students with SEND

### Skills and Attributes

- Ability to manage own time effectively
- Ability to adhere to working procedures and policies within the school environment.
- Ability to operate as part of a team or individually as required.
- Ability to relate well to children and adults.
- Commitment to meeting the needs of all students
- Good ICT skills
- Patient, flexible and adaptable
- A commitment to supporting learners with individual academic and pastoral needs.
- Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit
- Excellent classroom practitioner
- Demonstrable ability to be adaptable and solve problems
- A willingness to learn, acquire and apply new knowledge and skills
- Good communication skills, both written and oral
- Emotional resilience in working with challenging behaviours

Closing date for applications: 9am Monday 4 December 2023 but we will be reviewing applications as they are received so we encourage early application.

Interviews will be held immediately after candidates are shortlisted. However, we may contact applicants regarding interviews prior to this date.

#### Notes

*The post holder has responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.*