



Job Description

Post:	Cover Supervisor
Status:	36 hours per week, Term time only
Grade:	Scale 5
Line Manager:	Assistant Headteacher
Location:	Haggerston School

Job Purpose

Community Schools Trust (CST) is committed to safeguarding and promoting the welfare of children and young people in our school and expects all staff and volunteers to share this commitment.

Role Summary

To manage and supervise groups of students in the Study Centre and Internal Exclusion Unit ensuring that high quality learning continues outside of mainstream lessons and in times of staff absence.

MAIN DUTIES AND RESPONSIBILITIES

Behaviour Support/Cover Supervisor:

- Directly supervise classes in the Study Centre or classroom in the short term absence of the usual teacher.
- Ensure all students understand what work is required of them and supervise students' completion of the work set by the usual class teacher or HoF.
- Answer students' questions and support their learning needs by providing such guidance and advice as might in other circumstances be provided by an effective TA.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Manage the behaviour of students on entry and exit from the teaching space and while they are undertaking the work set, in order to secure a positive learning environment.
- Report back as appropriate on the learning and behaviour of students during the class and any issues arising.
- Undertake training as required to develop the skills necessary to:
 - Safely manage classroom activities, the physical learning space and resources.
 - Understand and be able to use a range of strategies to deal with classroom behaviour as a whole, and also individual behavioural needs.
- Undertake form tutor responsibilities as required.
- Undertake exam invigilation as required.
- Undertake supervisory duties at break and lunchtime and before and after school as required.
- Supervise students in the IEU one day a week, or as required, ensuring that they continue to progress in their subjects.
- Support with the 1:1 mentoring of a group of students allocated by the IEU Manager on an on-going basis
- Undertake any other duties as reasonably directed by the Headteacher or other designated Line Manager.

Faculty Learning Support:

- To work as directed by the Head of Faculty and under the supervision of the class teacher, with individual students and small groups, introducing tasks, monitoring students' work and using a range of strategies to support their learning.
- To help all students to access the full curriculum, and to promote independent learning.
- To observe students' progress, and to provide the teacher with support in assessing student progress.
- To help prepare and maintain a purposeful, orderly and supportive environment for learning.
- To support the organisation of the learning environment, including the production, maintenance and storage of resources.
- To be aware of the learning needs of individual students, and to differentiate work to meet those needs.
- To provide targeted support to individuals and groups, including those students with EAL or SEND.
- To support the HoF in Faculty administration as required.
- To insist on the highest standards of literacy in students' work and follow school policy on literacy.

The postholder must demonstrate a flexible approach in the delivery of work. Consequently the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training:

- The postholder will be required to undertake training including CAF training as required to be effective in carrying out all duties.

General:

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

This Job Description is not prescriptive in that the needs of the School may change and this could necessitate revision in the future and amendment at any time, after consultation.

The post holder will be expected to work flexibly and carry out all duties in compliance with the school and learning Trust policies.

I acknowledge that I have seen, understood and received a copy of the job description.

Signed:..... Date

Cover Supervisor

Person Specification - Cover Supervisor

Cover Supervisor	Haggerston School
Admin and Technical	Community Schools Trust
Pay Scale: Scale 5	

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IMPORTANT INFORMATION FOR APPLICANTS

Knowledge:	E/D
<ul style="list-style-type: none"> ● A basic understanding of the education system and a willingness to learn 	E
Qualifications & Experience:	
<ul style="list-style-type: none"> ● NVQ Level 3/A Levels 	D
<ul style="list-style-type: none"> ● GCSE English and Maths A* - C 	D
<ul style="list-style-type: none"> ● A recognised literacy and numeracy qualification 	E
<ul style="list-style-type: none"> ● Experience of working in a secondary school environment 	E
<ul style="list-style-type: none"> ● Excellent IT skills including Word, EXCEL, email and the internet 	E
<ul style="list-style-type: none"> ● Highly developed organisational skills 	E
Leaderships & Management Framework:	
<ul style="list-style-type: none"> ● The ability to establish and maintain effective working relationships with teachers and other members of staff 	E
<ul style="list-style-type: none"> ● The ability to accept guidance and direction from teachers 	E
<ul style="list-style-type: none"> ● The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher 	E
<ul style="list-style-type: none"> ● The ability to keep written records and support the development of students' literacy and numeracy skills with confidence 	E
<ul style="list-style-type: none"> ● A willingness to undertake training to ensure that the roles are effectively carried out 	E
<ul style="list-style-type: none"> ● A commitment to the LA's Equal Opportunities Policy 	E
<ul style="list-style-type: none"> ● A commitment to ensuring every student achieves his or her very best 	E
Other:	
<ul style="list-style-type: none"> ● A desire to work towards becoming a qualified classroom teacher 	D
<ul style="list-style-type: none"> ● A satisfactory Enhanced DBS disclosure 	E