



Stoke Newington School
& Sixth Form

Job Pack

Cover Supervisor



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Job advertisement

Cover Supervisor

Expected Start Date: Immediate start, Permanent
Scale 5 Salary: £19,718 to £20,807 per annum
31 hours per week, Monday to Friday, 8:15-15:15 with 50 minutes unpaid lunch break, term time only (44.9 paid weeks a year)

The School

This is an exciting opportunity to contribute to the development of a successful 11-19 inner-city comprehensive school which has had a recent glowing OFSTED report. Our school is a vibrant, high-performing organisation with an emphasis on inspiring and creative teaching. We are proud to be an inclusive school.

The Post

We are seeking a member of staff for our Learning Supervisor Team to supervise lessons where the timetabled teacher is absent. The position requires the following key qualities and attributes:

- o Recognised competence in literacy and/or numeracy
- o Communicate confidently and effectively with students and other members of staff.
- o Have high expectations of behaviour, following established frameworks for discipline which include a range of strategies, using praise, sanctions and rewards consistently and fairly.
- o Maintain good relationships with pupils, exercising appropriate authority and act decisively when necessary.
- o Help to raise the positive profile of Cover Supervisors within the classroom and provide a good role model within the classroom
- o To manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them; including a good understanding of SEN and G&T characteristics.

As employers we are committed to safeguarding and promoting the welfare of children. An enhanced DBS clearance is a statutory requirement for all positions.

Contacting us

If you are interested in joining our team please download an application pack from our website www.sns.hackney.sch.uk/jobs. Please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

The closing date for receipt of applications is midday Wednesday 1st December 2021.



Job description

Job title: Cover Supervisor

Directorate: Stoke Newington School

Reporting to: Senior Cover Supervisor

Grade: Scale 5

Job description

Purpose of the post:

- Cover Supervisors are required to cover lessons during the short term absence of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no active teaching, marking, planning etc.
 - Cover Supervisors will be required to manage groups of around 30 students independently and to appropriately deliver the work set to a high standard, answering any questions to the best of their ability that students may have surrounding the tasks set.
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Main duties and responsibilities:

- Supervising work that has been set in accordance with school policy.
 - Managing the behaviour of the pupils whilst they are undertaking this work to ensure a constructive learning environment.
 - Undertake supervisory duties such as detentions, invigilation and homework club.
 - Responding to any questions from pupils about process and procedures.
 - 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.
 - To supervise work that has been set in accordance with school policy.
 - To manage the behaviour of the pupils whilst they are undertaking this work to ensure a constructive environment.
 - To respond to any questions from pupils about process and procedures.
 - To deal with any immediate problems, minor incidents or emergencies according to the School's policies and procedures
 - Act as an adult supervisor on school educational visits and trips.
 - To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
 - On occasions when cover is not needed, Cover Supervisors may also be required to carry out the following agreed tasks:
 - Support identified SEN pupils in lessons
 - Help with the supervision of First Aid (as agreed)
 - Carry out suitable administrative tasks
 - Attend staff briefings, and the weekly meeting with the rest of the cover supervisor team.
 - The duties and responsibilities of individual posts may change from time to time, and post holders may be expected to carry out other work not explicitly mentioned above which is considered to be appropriate to the existing level of responsibility vested in the post, e.g. supervision of homework club, admin. support etc.
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General
requirements:

- The post holder must always carry out his/her responsibilities with due regard to Hackney Education policy, organisation and arrangements for Health and Safety at Work.
 - It is your responsibility to carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach.
to a harmonious working environment.
 - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Cover Supervisor
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Person Specification

	Essential	Desirable
Qualifications	✓	✓
1. Educated to a minimum of NVQ3	✓	
2. 5 + A*-C GCSEs including English & Maths	✓	
3. Educated to degree level		✓
Experience	✓	✓
4. Working within a secondary environment.	✓	
5. Working with young people in a challenging environment	✓	
Knowledge	✓	✓
6. Policies regarding Child Protection, confidentiality, Equal Opportunities, Health & Safety & SEN.	✓	
Skills	✓	✓
7. Able to work independently using one's own initiative.	✓	
8. Effective behavioural management techniques	✓	
9. Commitment to the highest possible achievement for all children.	✓	
10. To be confident and professional at all times.	✓	
11. Highly effective in communication with young people and adults.	✓	
12. To be a role model in terms of education and professionalism	✓	