



Stoke Newington School
& Sixth Form

JOB PACK

Senior Cover Supervisor

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Job advertisement

Senior Cover Supervisor

Permanent

Scale 6, Actual Salary: £21,951- £22,749 per annum

31 hours per week, 8:15-15:15 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:

- Recognised competence in literacy and/or numeracy
- Communicate confidently and effectively with students and other members of staff.
- Have high expectations of behaviour, following established frameworks for discipline which include a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils, exercising appropriate authority and act decisively when necessary.
- Help to raise the positive profile of Cover Supervisors within the classroom and provide a good role model within the classroom
- 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 then please download an application pack from our website www.sns.hackney.sch.uk/jobs and submit any completed applications on recruitment@sns.hackney.sch.uk . For further information and if you are interested to visit the school please email on recruitment@sns.hackney.sch.uk

The closing date for receipt of applications is **midday Wednesday 29th September 2021**.



Job description

Job title: **Senior Cover Supervisor**

Directorate: Stoke Newington School

Reporting to: Cover Lead and Cover Manager

Grade: Scale 6

Purpose of the post:

- To coordinate the daily cover arrangements (lessons, staff support and duties) and deployment of cover supervisors and other cover staff; monitor future cover requirements; logging of absence records on the schools management information system; liaising with relevant staff on a day-to-day basis to ensure that all lessons and activities are appropriately staffed.
- To supervise whole classes during the absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Cover Supervisors will respond to general questions from the students and provide feedback to teachers but will not be required to undertake the specific work of planning, preparation, assessment, recording and reporting.
- To supervise individual or very small groups of students as required, including working in our Referral rooms and Learning Support Centre.
- To support the learning of specific students with learning difficulties as required in the classroom under the direction and guidance of the Lead Teacher of Learning Support.
- To work as a member of a team, to help supervise and manage the behaviour of the students and to encourage and support the students' learning.
- To give administrative and technical support to subject departments, provide examination supervision and accompany school trips.
- By agreement with the Line Manager, be prepared to support students who are working off site, representing the school professionally and communicating effectively

Main duties and responsibilities:

Support for Pupils

- Supervise students engaged in learning activities, both in the classroom in lieu of the teacher
- and if needed in other settings such as timetabled withdrawal sessions, the ISU, Oasis or at other off-site provision
- Act as a role model and set high expectation of conduct and behaviour
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Promote the inclusion and acceptance of all students within the classroom, support students
- consistently whilst recognising and responding to their individual needs.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Keep appropriate records as agreed with the teacher, e.g. student attendance
- 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 behavior, keeping students on task and respond to general queries
- Support the use of ICT where appropriate.
- Support students with activities designed to develop numeracy and literacy, cover of group withdrawals as directed by the Lead Teacher, Learning Support.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, 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
- Participate in training and other learning activities as required
- Attend relevant school meetings and training (CPD) as required
- To respect confidentiality at all times
- To work as part of a team to manage the behaviour and learning of students currently in the referral room and the Learning Support Centre; to supervise these students in their break and lunchtime liaise with Subject Leaders and Pastoral Support Officers in organising work for students.
- Perform 'general LSA work' if needed
- To contribute to the overall ethos/work/aims of the school.
- To participate in the performance and development review process, taking personal
- responsibility for identification of learning, development and training opportunities in discussion with the Line Manager.
- To follow the guidelines on 'Safeguarding Children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- 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., admin. support etc.

**General
requirements:**

- The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Learning Trust's 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.

Job title:	Senior 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	✓	

