



Job Description & Person Specification

Job title:	Cover Supervisor
Grade:	F, spinal point 9 -11
Pay scale:	£20,903 - £22,183 pro rata per annum (actual salary £16, 935.61 - £17,972.6)
Hours of work:	35 hours per week (term time only) 8am to 3.40pm Monday to Friday (with a 40 minute lunch break daily)
Employment status:	Permanent

Job Purpose

To supervise and support the learning of whole classes and groups of pupils during short-term absences of teachers. To ensure that pupils complete work set by the subject teacher in either a classroom or ICT suite. In addition, the postholder will be required to assist in other identified departments to ensure effective management of staff absence.

Responsible to

Becky Dunn, Recruitment Manager and Andrea Gould, Business Manager who has overall responsibility for all support staff

Contacts

The post holder will be required to work under the guidance of the Recruitment Manager and form effective working relations with members of the School's senior management team, Curriculum Leaders, teachers, key members of the support staff and pupils.

Duties

The postholder will be required to:

- Supervise the work of whole classes and/or small groups of pupils when their subject teacher is absent from school
- Administer clear instructions and direct pupils' learning, using work pre-set by the subject teacher/Curriculum Leader
- Wherever possible to assist students to achieve learning outcomes
- Manage the learning environment in line with the School's Positive Behaviour Policy, including supervising detentions set by the postholder
- Answer pupil queries in relation to the pre-set work
- Deal with any matters as they arise according to school policies and procedures
- Collect completed work after the lesson and return to appropriate teacher
- Report back to the subject teacher/Curriculum Leader in respect of the behaviour of students during the lesson and any issues arising
- Record behaviour issues within the School's database system (SIMS)
- When not deployed to cover classes for absent teachers, assist within the School's Nurture Group, Key Centre, Isolation or support the work of the Pastoral Managers. In addition, the postholder will be expected to cover for administrative staff as and when appropriate
- Assist with other activities relating to supervision of pupils including duties (e.g. break and bus duty) and attendance on school trips

- Invigilate tests and examinations as and when required
- Ensure that computer equipment in a classroom is treated with due respect and report any faults to the ICT support team
- Assist in the administration of cover and absence as and when required
- Meet and induct new supply staff into Hardenhuish procedures
- Undertake other duties appropriate to the grade and nature of the post

Other Duties

This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to school business and pupil data.

Closing date: 8.30am Thursday 2 December 2021
Interviews: Will be held within 10 days of closing date

HARDENHUIISH SCHOOL

Person Specification

High performing Academy

Qualifications	Essential	Desirable
At least 5 GCSEs or equivalent at C grade or above to include English and Maths	•	
Study at Level 3 (Advanced level or equivalent) in any subject	•	
ICT qualifications e.g. ECDL, CLAIT, RSA etc		•
Experience	Essential	Desirable
Experience of working with children/young people of secondary age in a paid, voluntary or domestic setting	•	
Experience of working within a secondary school environment		•
Personal Qualities	Essential	Desirable
Enjoy working within an education setting	•	
Ability to work under pressure, prioritise and meet deadlines	•	
Effective communication skills	•	
Flexible approach to work patterns and duties carried out	•	
Ability to help resolve conflict and deal sensitively with difficult situations	•	
Highly organised	•	
Computer literate with the ability to undertake administrative tasks and create resources electronically	•	
Strong team player	•	
Ability to use own initiative and make sound independent decisions	•	
Strong work ethic and high personal expectations	•	
Clear understanding of and respect for confidentiality	•	
Positive attitude to personal and continuous professional development	•	
A friendly disposition and good sense of humour	•	
Smart appearance	•	
Have a flexible attitude to ad hoc tasks	•	
Commitment to high standards	•	