



GRAYS CONVENT HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE: Cover Supervisor

GRADE: Band 4

RESPONSIBLE TO: Assistant Headteacher/Cover Manager

KEY LIAISON WITH: Cover Manager, Teachers, Administration Staff, Pupils

JOB PURPOSE: To supervise classes in the event of short-term absence usually covering one class consistently for no more than three consecutive days. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration. To implement the School Lunchtime Policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.

ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standards of conduct which prevent discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work.

To participate in employee development and training and Performance Management and contribute to the identification of own team development needs.

To be committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment.

PRINCIPALTASKS

- Supervising work that has been set in accordance with the School policy
- Supporting the Curriculum Plan and Learning Programmes designed by the Teacher.
- Responding to any questions from pupils about processes and procedures.
- Providing feedback to the Classroom Teacher on the pupils' progress against lesson plans, conduct of the lesson and keeping pupil related records.

- 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.
- Attend meetings and training sessions as required.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Report pupil and school issues in line with the School’s policies for Health & Safety, Child Protection, and Behaviour Management etc.
- To implement the School Lunchtime Policies, ensuring the security, safety, welfare and good conduct of pupils during the midday break.
- Be involved in extra curricular activities, e.g. open days and presentation evenings.

Other duties: The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties, which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Equal Opportunities: The post holder must carry out his/her duties with full regard to the Equal Opportunities policy.

Health & Safety: The post holder must carry out his/her duties with full regard to the School’s Health & Safety Policy.

Child Protection: The post holder is responsible for promoting and safeguarding the welfare of children and young people for whom he/she is responsible or with whom he/she comes into contact

Any other duties reasonably expected to be undertaken by a post holder at this level.

This job profile has been discussed and agreed between the employee and their manager. It reflects the key areas of accountability for the post holder.

Both parties recognise that a job description does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.

Confirmation of discussion and agreement between the Headteacher and employee that this represents the role of the employee.

| Employee | Headteacher |
|----------|-------------|
| Name | Name |
| Signed | Signed |
| Date | Date |



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PERSON SPECIFICATION

JOB TITLE: COVER SUPERVISOR

INFORMATION FOR CANDIDATES: The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess.

You should match your own skills, experience and abilities to those listed below and demonstrate ways in which your experiences match the criteria.

| Criteria | ✓ Essential Where relevant | ✓ Desirable Where relevant |
|--|----------------------------------|----------------------------------|
| Skills and abilities: | | |
| Patience and understanding | ✓ | |
| Excellent communication skills, both written and verbal | ✓ | |
| Ability to work as part of a team | ✓ | |
| Flexibility and willingness to undertake a range of tasks in a friendly, timely and efficient manner | ✓ | |
| Methodical, with sound organisational and interpersonal skills | ✓ | |
| Ability to use ICT effectively to support learning | ✓ | |
| Ability to use other technological equipment | ✓ | |
| Specialist Knowledge: | | |
| First Aid Certificate | | ✓ |
| Experience: | | |
| Working knowledge of the National Curriculum and other relevant learning programmes/strategies | ✓ | |
| Knowledge of support devices and learning aids | ✓ | |
| Working with people with learning difficulties and/or disabilities | ✓ | |
| Knowledge of clerical and administrative procedures | ✓ | |
| Education/Qualification: | | |
| GCSE Maths or equivalent (Grade C or above) | ✓ | |
| GCSE English or equivalent (Grade C or above) | ✓ | |
| National Numeracy Test or equivalent | ✓ | |
| National Literacy Test or equivalent | ✓ | |