

Job Description

Cover Supervisor

Primary & Secondary Phase

Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ



WOOTTON PARK

'Ipsum quod faciendum est diutius'

GRADE:
NJC Scale G8-12

EMPLOYED BY:
Wootton Park Academy Trust

LINE MANAGER:
Assistant Principal

BROAD DESCRIPTION OF ROLE

- ✓ Working to support the staff team you will supervise and deliver a prepared lesson in the absence of a class teacher or support member of staff, ensuring that our learners continue to maintain high levels of education. To be motivated and inspirational to our learners, setting a positive and inclusive example. To contribute to the wider life of our school via enrichment activities. To offer 1:1 support and small group support to targeted learners.

TEACHING & LEARNING

- ✓ To provide supervision and delivery of a prepared lesson, in the absence of a teacher, to a class during class time.
- ✓ To offer 1:1 support and small group support to targeted learners as directed by the SENDCo.

LEARNER SUPPORT

- ✓ Manage the behaviour of the class during this time, promoting behaviour in line with the school policy and report back where appropriate on this.
- ✓ Promote a positive environment within the school, including inclusion and acceptance.
- ✓ Act as a role model to all learners.

CLASSROOM SUPPORT

- ✓ Assist in day-to-day management of behaviour for learning and the learning environment.
- ✓ To participate in record-keeping and undertake appropriate administrative tasks.
- ✓ To be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, displays, materials as appropriate.
- ✓ To contribute to the assessment of learners through observation and reporting.
- ✓ To act as a tutor when appropriate.

SCHOOL SUPPORT

- ✓ To undertake induction training and participate in staff review/appraisal/performance process and make use of professional development opportunities.
- ✓ To carry out the duties of the post in ways, which contribute to a supportive working environment within the school, for example.
- ✓ To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the general public.
- ✓ Adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school.
- ✓ To be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act.
- ✓ To attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week.
- ✓ To understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.
- ✓ To liaise effectively with parents/carers, sharing and providing information as appropriate.
- ✓ To carry out efficiently the various necessary administrative functions including school requirements in relation to the proper and accurate keeping of registers.
- ✓ To play a part in the development of departmental, curriculum development group and year team meetings as appropriate.
- ✓ To seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior staff.
- ✓ To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.
- ✓ To be involved in some aspect of extra-curricular activity.

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training

- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.