



HATCH END HIGH SCHOOL

Graduate Cover Supervisor

H5: £22,855 - £24,221 per annum

Salary: H5 £21,498 – £22,407

JOB DESCRIPTION

JOB PURPOSE

- Supervise classes in the absence of a teaching member of staff ensuring purposeful learning as per statutory regulations.
- Provide support programmes with individuals and small groups of students as part of SEND provision. This will be related to a specialist area eg. a national curriculum subject or related groups of subjects.
- Support students in class when not supervising a lesson to aid effective learning.
- Develop subject specialism in accordance with school needs, working with both small and larger groups, in order to progress to Teacher training if desired.
- Support teaching staff with administration tasks in order to support teaching & learning.

REPORTING TO

The post holder will report to relevant member of SLT and the Cover & HR Administrator.

WORKING TIME

Hours of work will be 8:30am – 3:10pm with a 30-minute unpaid break each day to be taken at a time agreed by the Line Manager. No holiday to be taken during term time.

KEY DUTIES

- Leading whole classes when teachers are absence with work left in accordance with the school policy.
- Assist in preparing the learning environment and the materials used therein.
- Assist with the management of student behaviour to ensure a constructive working environment.
- To provide students with clear information and instructions relating to the work to be completed by them
- To understand and implement the school's Behaviour Policy and support students in complying with that policy.
- Responding to students about the work that has been set.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with school policy.
- Recording and reporting attendance at lessons on Edulink in accordance with school policy.
- Supporting small groups of students identified with SEN, both in and outside the classroom.
- Assisting in exam invigilation under the supervision of the examinations officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures.

- Respecting confidential issues linked to home/students/teacher/schoolwork and to keep confidences as appropriate
- To provide supervision during break times as required.
- To work with other professionals as necessary and appropriate.
- To accompany teachers and classes on extra-curricular activities in a supporting role.
- To reflect on and develop own practice.
- To put up and maintain classroom and corridor displays within the school

OTHER DUTIES AND ACCOUNTABILITIES

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Safeguarding Team.
- Adopt flexible working practices where required.
- To undertake first aid training and be on the register to administer first aid to pupils if required.
- To attend team meetings, whole staff training on Mondays after school, staff meetings and school events as directed.
- Take part in performance appraisal, training and other learning activities and performance development as required.
- Ensure compliance with your responsibilities as laid out in the school's equal opportunity policy and take an active role in promoting equality and diversity.
- Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility as and when required and with agreement.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- To respect the confidentiality of all information relating to pupils, staff and their families.
- The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required.



HATCH END HIGH SCHOOL

Graduate Cover Supervisor

30 hours per week - Term Time Only

PERSON SPECIFICATION

EDUCATION, QUALIFICATIONS AND TRAINING

| | Essential | Desirable | How Identified |
|---|-----------|-----------|----------------|
| Degree or equivalent | | Yes | Application |
| Good Literacy and numeracy – GCSE Maths and English or Equivalent | Yes | | Application |

EXPERIENCE

| | Essential | Desirable | How Identified |
|--|-----------|-----------|---------------------------------------|
| Experience/Specialism in a particular National Curriculum subject or EAL | Yes | | Application Reference Interview |
| Able to work effectively within a team and play a motivating role | Yes | | Application Reference Interview |
| Ability to cope with periods of pressure, work flexibly and proactively address issues | Yes | | Application Reference Interview |
| Accept the need for continuing development and training | Yes | | Application Reference Interview |
| Experience of working with young people within a school or similar establishment. | Yes | | Application Reference Interview |

KNOWLEDGE, SKILLS AND ABILITIES

| | Essential | Desirable | How Identified |
|---|-----------|-----------|--------------------------|
| Ability to relate well and motivate students | Yes | | Application Interview |
| Able to quickly establish positive working relationships with a wide range of people from within and outside the school | Yes | Yes | |
| Ability to learn and use a range of strategies to deal with classroom and individual student behaviour | Yes | | Application Interview |
| Excellent Numeracy and Literacy Skills | Yes | | Application Interview |
| ICT skills or willingness to train on specific school based ICT systems e.g ARBOR | Yes | | Reference Interview |

| | | | |
|--|-----|--|---------------------------------|
| Knowledge of Microsoft Office products in particular Word, Email and Excel | Yes | | Application Reference Interview |
| Able to work within agreed parameters and understand and follow instructions; the ability to consider others point of view and accept compromise solutions | Yes | | Reference Interview |
| Excellent communication & interpersonal skills | Yes | | Application Reference Interview |
| Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment | Yes | | Application Interview |

OTHER REQUIREMENTS

| | Essential | Desirable | How Identified |
|--|-----------|-----------|---------------------------------|
| Enthusiasm, energy and commitment | Yes | | Reference Interview |
| A commitment to safeguarding & promoting the welfare of children and young people | Yes | | Reference Interview |
| A willingness to undertake additional training, keep up-to-date with developments and changes in good practice | Yes | | Application Interview |
| Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity | Yes | | Application Reference Interview |
| A good attendance and punctuality record | Yes | | Reference |
| DSB Checked (the school will complete their own check unless you are on the Update Service) | Yes | | Application |