

Rickmansworth School

Job Description:

Cover Supervisor

Salary:

H4 pt 6 to H4 pt 9 £25,989 to £27,254 plus £1,045 Fringe

Pro-rata - Actual Salary: £18,412.86 to £19,274.45 pa incl. Fringe

30 hours per week: Monday - Friday, 08:20 - 15:20

This includes two unpaid breaks, one for 20 minutes and the other for 40 minutes

Line Manager

Cover Manager

Notice Period

3 months

Purpose of role:

Supervise whole classes during short-term teacher absences, ensuring set work is completed; invigilate tests and exams; assist on educational visits. Support the School in managing staff absences and lunchtime supervision.

Main Responsibilities

Classroom Supervision:

- Supervise whole classes during teacher absence, following School policy and implement work set by the teacher or department
- Register and record student attendance in lessons
- Respond to student queries about the lesson
- Manage student behaviour to maintain a positive learning environment
- Address immediate issues or emergencies in line with School procedures
- Collect completed work and return it to the relevant teacher
- Report behaviour issues via the School's behaviour system
- Review lesson resources in advance, where available

Student Support and Supervision

- Provide supervision during break and lunch periods as required
- Support learning in the classroom, including assisting teachers and carrying out basic administrative tasks
- Act as a form tutor as required by the school
- Deliver other student support services, such as general administrative duties

Behaviour and Safeguarding

- Contribute to policies promoting positive behaviour
- Implement agreed behaviour management strategies in lessons
- Maintain awareness of safeguarding and child protection policies

Professional Development

- Take responsibility for ongoing professional development
- Engage with training opportunities to gain relevant skills and qualifications

General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the School Development Plan and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification - Cover Supervisor

E - Essential
A - Application process

D - Desirable
I - Interview process

| | Essential / Desirable | Assessed via? |
|---|--------------------------|------------------|
| Experience: | | |
| Previous experience of working with children or young adults | E | A/I |
| A strong understanding of how a secondary school works | E | A/I |
| Experience of working as a member of a team and on their own initiative | D | I |
| Experience of working with students to support learning | E | A |
| Qualifications and Training: | | |
| Minimum of 5 GCSE Grades A*-C or equivalent including English and mathematics | E | A |
| Minimum of 2 A Levels or equivalent | D | A |
| Degree or equivalent | D | A |
| Knowledge: | | |
| Excellent written and verbal communication skills | E | A/I |
| Excellent and up to date ICT skills | E | I |
| An understanding of data protection and confidentiality | E | A/I |
| Understanding and appreciation of working in a School context and how the role contributes to safeguarding and positive outcomes for students | E | A/I |
| Understand barriers to learning and able to motivate student | E | A/I |
| The ability to assimilate information quickly | E | A/I |
| Committed to working as part of a team and contributing to its effectiveness and success. | E | A/I |
| Accurate and efficient word processing skills | E | A/I |
| Aptitudes: | | |
| Reliable, honest and trustworthy | E | A/I |
| A willingness to commit to the School's vision and to 'go the extra mile' in order to achieve it | E | A/I |
| Values: | | |
| High work standards and accuracy. Pride in a job well done | E | A/I |
| Interest in the education of young people | E | A/I |
| Engage with and actively promote Rickmansworth School's sustainability goals | E | I |
| The belief that every student can and will achieve their very best | E | A |
| Good organisational skills | E | A/I |
| Ability to work to deadlines and manage pressure | E | A/I |
| Record of good attendance and punctuality | E | A/I |
| The belief that every student can and will achieve their very best | E | A/I |
| Good organisational skills | E | A/I |
| Safeguarding and welfare of the School community: | | |
| The ability to maintain appropriate relationships with all members of the School community | E | A/I |
| The ability to manage student and colleagues behaviours in a positive way | E | A/I |

| | | |
|---|---|-----|
| Be clear on their motivation to work with young people | E | I |
| Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination | E | A/I |

