

JOB DESCRIPTION

School	Rivington and Blackrod High School
Job Title	Cover Supervisor
Salary Grade	Grade E SCP11 – SCP17
Primary Purpose	To deliver pre-prepared lessons to pupils in class across a range of subjects during the short-term absence of their normal class teacher, working under the guidance of teachers and/or members of the school leadership team.
Responsible to	Cover Manager

Main Duties

- Supporting classes in the absence of the timetabled teaching staff and supervising the delivery of the cover work in the absence of the teacher with the primary focus of maintaining good order and ensuring students are on task.
- Oversee the collection of resources needed in order to effectively deliver the covered lessons.
- Providing brief pro forma led feedback to teachers on the delivery of the covered lesson.
- Assist in classes within a designated subject area, i.e. support delivery of subject lessons alongside the timetabled teacher.
- To support, advise, guide and supervise learners throughout the school and throughout the school day.
- Supporting the smooth and efficient running of the school and the supervising of learners through assisting with school detentions, break time and lunchtime duties
- Assist in examination invigilation as required.

Overall Responsibilities

- To work as part of a team to implement practice which reflects the school's commitment to high achievement, effective teaching and learning.
- To foster a climate of positive attitudes towards learning.
- To promote clear, shared understanding of the importance and role of learning in contributing to pupils' spiritual, moral, cultural, mental and physical development, and in preparing pupils for the opportunities, responsibilities and experiences of adult life.
- To monitor own progress in achieving targets, evaluate the effects of own supervision and use this analysis for improvement.
- To be involved in identified initiatives and their monitoring and evaluation.
- To secure and sustain an effective learning environment.

- Work with teachers to clarify teaching objectives in lessons, understand the sequence of teaching and learning the subject, and communicate such information to pupils.
- Seek guidance as appropriate on the choice of learning methods to meet the needs of the subject and of different pupils.
- Use information about pupils' achievements in previous classes and schools to secure good working relationship with learners
- Meet targets in relation to standards of pupil behaviour; establish clear targets for pupil behaviour and evaluate progress and behaviour in daily contact with pupils.
- Act consistently within departmental and school wide Rewards and Sanctions Policies.
- To act as an exam invigilator during peak examination periods.
- Access appropriate resources for the deployment of cover and ensure that they are used effectively, efficiently and safely.
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.
- Liaise with support staff in the preparation of display work within departments.
- Ensure that there is a safe working and learning environment.
- Assist with the development and implementation of IEPs, IBPs and PSPs.
- Promote inclusion and acceptance of all pupils within the classroom.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in calendared meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To support and uphold at all times the ethos of the school.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

The post holder is required to be flexible and adapt to any conflicting and changing priorities adjusting their workload to meet daily requirements for the role.

ESSENTIAL	DESIRABLE
Qualifications and Training	
<ul style="list-style-type: none"> • Level 2 or higher qualification in English / Literacy • Level 2 or higher qualification in Maths / Numeracy 	<ul style="list-style-type: none"> • Active in continuing professional development

Knowledge, Skills and Experience	
<ul style="list-style-type: none"> • Experience of working with young people • Experience of working under pressure and to tight deadlines • Supervisory experience • Good organisational and administrative skills • Effective in the use of ICT 	<ul style="list-style-type: none"> • Knowledge/understanding of development issues in education – nationally and locally.
Personal Attributes	
<ul style="list-style-type: none"> • Speaks confidently • Ability to remain calm under pressure • Ability to communicate across all levels • Ability to promote a positive ethos and role model positive attributes • Ability to build and maintain effective working relationships • Flexible and resilient • To assist with educational visits and Trips • Reliable and good attender • Effective team player • Dresses professionally 	<ul style="list-style-type: none"> • Willing to take on further duties/responsibilities. • Willing to take part in extra-curricular activities.

Note to Applicants: **Please try to show in your application form, how best you meet these requirements**

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.