



## **Cams Hill School**

### **Job Summary & Person Specification**

**Job Title: Cover Supervisor**

**Grade C**

**Department: Pupil Progress, Guidance, Wellness, Intervention and Support**

#### **Job Purpose:**

To supervise and support pupils who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with Cams Hill School Policy.

#### **Main responsibilities:**

- Providing cover for absent colleagues
- Providing assistance with display and general administrative activities as required in designated curriculum area
- To take sole charge of a group or class of pupils in the short term or unforeseen absence of their usual teacher
- Registering attendance in accordance with school policy
- Responding to any questions from pupils about process and procedures and the work that they are engaged in
- Supporting pupil use of associated resources
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment
- Dealing with any immediate problems or emergencies according to the school's policies or procedures
- Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson(s) and any issues arising
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy

#### **General:**

- Be aware of and comply with policies and procedures relating to child protection, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to and promote the overall ethos/work/aims of the school
- Ensure that all information of a confidential nature gained in the course of duty is not divulged
- Ensure the security of the school and those within it is maintained at all times
- Adhere to all Cams Hill School policies and procedures within the defined timescales



- Understand and support the implementation of Cams Hill School's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school

**Person Specification:**

Essential Qualifications	
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none"><li>• Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which s/he is responsible</li><li>• Ability to plan own workload</li><li>• Physical and emotional resilience and reliability under pressure</li><li>• Ability to use own initiative to improve areas of practice</li><li>• Awareness of the importance of confidentiality</li><li>• Excellent interpersonal, communication and organisational skills</li><li>• Ability to convey information clearly and accurately</li><li>• Ability to work effectively as part of a team</li></ul>
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none"><li>• Recent successful experience as a Teaching Assistant or similar position within an educational environment</li><li>• Willingness to undertake further relevant study or training</li><li>• Flexibility and initiative</li><li>• Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs (SEN)</li><li>• Previous experience of building working relationships with pupils</li><li>• Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs</li><li>• Prior experience of working with young people</li></ul>

**Additional Information:**

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment. This post is subject to an Enhanced Criminal Records check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought. This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the post.