

The Ecclesbourne School

Learning Together for the Future



JOB DESCRIPTION COVER SUPERVISOR

Job title: Cover Supervisor
Team Lead: Learning Services Manager and Head of Learning Services
Responsible for: Any staff who may be assigned to the post

CORE RESPONSIBILITIES

1. To work in conjunction with the Learning Services Manager and the Deputy Head (Learning Services), and all other relevant staff, to ensure the delivery of appropriate and effective classroom supervision.
2. To work in conjunction with the lunchtime supervision team to ensure effective supervision of students during the lunchtime periods.
3. To contribute to the safeguarding and promotion of the welfare and care of all students.
4. To support the professional development and review process of your role, in your work-related areas, through annual Personal Reviews and a willingness to expand your knowledge and skills by attending relevant professional development.

Specific Duties (to include):

Classroom Cover:

- Arrive promptly to cover lessons and ensure orderly entry to the classroom.
- Ensure all students are registered via SIMS, or using a paper based register as necessary.
- Supervise students in lessons, ensuring that work set by teachers on the lesson plan is clearly explained to them and completed to the best of their ability.
- Check all students adhere to the school's uniform policy and issue sanctions as necessary.
- Manage student behavior and issue sanctions, in line with the school's behavior management policy, to maintain an appropriate and safe working atmosphere within the classroom.
- Ensure the safeguarding and welfare of all students under your supervision.
- Ensure students take due regard for the appropriate care of the fabric and fittings of the classroom/school in general.
- Ensure end of lesson requirements, as outlined on the lesson plan, are carried out. To include issuing homework instructions.
- Collect all completed work and return it to the appropriate Head of Faculty.

Name..... Date.....

Signature.....

Student Supervision:

- Supervise students, at the direction of the Learning Services Manager, during the lunchtime period, ensuring their safeguarding and welfare at all times; issue sanctions as necessary, challenge behavior which may affect the health and safety of individual students or others around them, report any issues of concern to the Learning Services Manager, relevant Deputy Head or Designated Safeguarding Lead.
- Deal with minor accidents and first aid and ensure the correct reporting procedure is followed.

Administration:

- Support the administration function of the school as necessary, under the direction of the Learning Services Manager; filing, reprographics, data entry, word processing, ordering resources.

Other Duties:

- 1 To take reasonable care for the health and safety of her/himself and other persons who may be affected by her/his activities and, where appropriate, safeguarding the health and safety of all other persons under her/his control and guidance, in accordance with the provisions of the Health and Safety Legislation and the School's own policies. This will involve liaising with the Health and Safety Officer in areas of emergency such as fire drills.
- 2 To exercise proper care in handling, operating and safeguarding any equipment, systems or appliances provided or issued by the School for the post-holder's individual or shared use in the performance of his/her duties including computer equipment.
- 3 To be involved in the Performance Management/Personal Review procedures of the School either in the role of a reviewee responsible for continually seeking to develop professionally and/or in the role of a reviewer responsible for supporting the work of colleagues as they seek to develop professionally.
- 4 To support the examination process of the School in any way necessary, including invigilation duties.
- 5 To positively promote the good name of the School and actively support its aims.
- 6 To undertake any other tasks which may reasonably be regarded as being within the nature of the duties and responsibilities of the post defined above, subject to the proviso that any significant and permanent changes shall, after satisfactory negotiation by both parties, be incorporated into a revised job description in specific terms.

Name..... Date.....

Signature.....

You are required to preserve the confidentiality of any information regarding staff (in connection with their employment) and students and this obligation shall continue indefinitely. A breach of this requirement will be regarded as misconduct and as such may be grounds for dismissal.

The duties summarised in your job description are indicative and we retain the right to include other reasonable duties which which may be reasonably requested commensurate with the post held and duties undertaken.

As you are aware, any post working within a School includes substantial access to young people and all appointments are subject to an enhanced Disclosure and Barring Service check and a satisfactory result being received. All employees (temporary or permanent) are required to inform the School of any subsequent convictions or other matters whilst employed by the School. Failure to do so will result in the disciplinary process being invoked. All employees in posts eligible for an enhanced check are contractually required to undergo a re-check upon request.

Name..... Date.....

Signature.....

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PERSON SPECIFICATION CLASSROOM COVER SUPERVISOR

ATTRIBUTE	ESSENTIAL	DESIRABLE
SKILLS AND QUALITIES	<ul style="list-style-type: none"> • Ability to plan and prioritise workload accordingly. • Excellent organisational and interpersonal skills. • A sense of responsibility and confidentiality. • Able to communicate effectively in a range of situations and be able to achieve the desired outcome. • Ability to work under pressure and to deadlines. • Suitable to work with children and young people. • Physically fit and emotionally robust. • Able to work in sympathy with the aims and ethos of the school. • Committed to the philosophy of continuous improvement and a 'No-Blame Culture'. • Committed to safeguarding and promoting the welfare and care of all students. • Ability to be responsible for sick and injured students without being squeamish. 	
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none"> • Previous experience of working with young people. • Experience of working with people at all levels. 	<ul style="list-style-type: none"> • Experience of working in a school environment or working with young people.
QUALIFICATIONS	<ul style="list-style-type: none"> • Five GCSEs (or equivalent), including English and maths, or equivalent relevant experience. 	<ul style="list-style-type: none"> • NVQ level or higher in a relevant subject
OTHER	<ul style="list-style-type: none"> • Enhanced DBS Clearance. • Legal right to work in the UK. 	