

## **JOB DESCRIPTION**

### **Cover Supervisor**

#### **Band 4 SCP 16 (Pro Rata)**

Boldon School, formerly a Specialist Sports College, is primarily an 11-16 Comprehensive with some Post 16 development and an excellent reputation.

You will be a key member within the Associate Staff structure of the School to provide teaching and learning support to students and teaching staff and to provide appropriate cover supervision for classes where the teacher is not present.

#### **General**

This post supports the school in its continued drive towards providing excellent teaching, learning and outcomes for our students.

The school philosophy supports the principle of inclusive education providing a broad and balanced curriculum and effective learning opportunities for all students. The entitlement of all children to learn, to make progress and to experience success is central to our work. This entitlement involves individual learning needs being recognised and realised and thereby maximising potential. The role plays a major part in the realisation of our aim of academic excellence.

A thorough understanding of the priorities, aims and objectives of the school is absolutely necessary. At Boldon all staff have both a pastoral and academic role. The organisation and leadership required will include the skills necessary to communicate effectively as a team member.

It is essential that the school works consistently towards agreed goals within our School Improvement Plan in order to raise standards of achievement. This role will support the work of the Director of Learning and members of the year / house team.

#### **Statement of Purpose**

Our aim is to encourage all students to take advantage of the opportunities offered by the school to attain their full potential in all areas of school life – the academic, the social, the physical and the personal – so that they are ready both to play a productive part in a democratic society and to move forward to the next stage of education, training or career with confidence, as young people of responsibility and judgment.

## **The Aims of the School**

- a To help each student to develop and realise his or her potential as fully as possible.
- b To help students form and maintain a positive self-image.
- c To allow as much scope as possible for the students' own curiosity and enthusiasm to be the basis of learning.
- d To encourage an awareness and understanding of the society in which the students live.
- e To care for, and support, students as developing adolescents.
- f To encourage students to develop an interest in, and enjoyment of, leisure activities, and to be part of the community.
- g To prepare students for life after school.
- h To provide an environment with a positive atmosphere in which students can learn.
- i To prepare students for external examinations.

## **Job Purpose**

**To translate the Statement of Purpose and Aims of the School into action.**

- You will be responsible for providing cover for absent teachers (in accordance with Workforce Agreement Monitoring Group).

## **Core Duties:**

### **1. You will provide support for the Whole School. You will:**

- Collect work which has been set for the class to be supervised
- Arrange for class to have access to the appropriate room and materials
- Take the register
- Hand out the materials and provide the necessary explanation of the tasks set
- Maintain good order and purpose during the lesson
- Respond to any questions from students about process and procedures
- Collect in all work at the end of the lesson and ensure its proper return
- Dismiss the class in an orderly manner according with school expectations
- Inform line manager or appropriate academic or pastoral manager of any breaches of school discipline

### **2. You will be responsible for providing administrative/practical support when not on cover supervision duties. You will provide such support in the following areas:**

- Copy typing
- Record keeping and filing
- Classroom display
- Collating student reports
- Stocktaking
- Cataloguing, preparing, issuing and maintaining equipment and materials
- Managing student data
- Inputting student data
- Processing exam results
- Exam invigilation
- Provide support in the Behaviour Support Centre/ Inclusion Centre.

**3. You will provide support for the school. You will:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.
- As part of a rota be available to administer basic first aid as necessary (training will be given where necessary).
- To undertake any other reasonable duties which might from time to time be requested by the Head teacher or any person delegated by them.

The above list is not exhaustive and other duties may be attached to the post from time to time.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

**Note:**

This job profile will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

## Person Specification – Cover Supervisor

		Essential	Desirable
<b>Qualification and Training</b>	NVQ3 or equivalent qualification or experience in relevant discipline	X	
	INSET/qualification in student behaviour management		X
	Evidence of further professional development		X
	First-Aid qualification		X
	Specific Training in Specialist Area		X
<b>Professional Skills and Experience</b>	Knowledge of student behaviour management strategies	X	
	Experience or working in an educational environment with children / young people of a relevant age	X	
	Knowledge of child protection procedures		X
	Experience of using IT packages e.g. Microsoft Office	X	
	Use of relevant equipment/resources	X	
<b>Knowledge and Understanding</b>	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	X	
	General understanding of national / foundation stage curriculum and other basic learning programmes / strategies	X	
	Basic understanding of child development and learning	X	
	Ability to self-evaluate learning needs and actively seek learning opportunities	X	
	Ability to relate well to children and adults	X	
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	X	
	Good numeracy/literacy skills	X	
	Training in the relevant learning strategies e.g. literacy	X	
<b>Attributes</b>	Flexible approach to work	X	
	Use own initiative and work independently	X	
	Work calmly under pressure	X	
	Good communication skills – written and verbal	X	
	The post holder will require an enhanced DBS	X	
	Committed to the principals of equality and diversity	X	

*Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.  
The holder of this post will be required to work with children under the age of 18 in a position of trust, and is, therefore, exempt from the Rehabilitation of Offenders Act 1974*