

**Job Description and Person Specification - November 22**

<b>Post Title:</b>	Cover Supervisor
<b>Grade:</b>	Bucks Pay Range 3 pro rata (actual salary from £18,572 - £20,089 pa; FTE from £23,152 - £25,043 pa)
<b>Hours:</b>	35 hours per week over 5 days (8.30am to 4.00pm including a 30-minute unpaid break), 39 weeks per year (38 weeks term-time plus 5 Inset days)
<b>Responsible to:</b>	Assistant Headteacher - Professional Learning
<b>Job Purpose:</b>	Primarily support the teaching staff in the school by supervising lessons where teachers are absent, which will include managing the classroom environment and supervising the students carrying out the work provided. (Cover staff will not be expected to teach subjects.) Providing general support as and when required. This may include: exam invigilation, student supervision, data entry, updating of display boards, trip supervision, general filing.

**To work as a member of the school's Administration Team in accordance with the following:**

**DUTIES AND RESPONSIBILITIES****i) To support the teaching staff in the school by providing cover for lessons:**

- Work in a classroom, covering for absent teachers with students working from materials provided by the absent teacher or their Head of Department.
- Oversee the work of the students and respond to their needs.
- Maintain the standards of behaviour expected from students.
- Up to 25 hours of cover supervision may be required a week.

**ii) Additional responsibilities:**

- Assist with invigilation of internal and external exams.
- Maintain accurate and up-to-date student records using the school's student database and filing systems.
- Ongoing maintenance of school display boards, ensuring material is relevant and up to date.
- Attendance on organised school trips, and supervision of students thereon.
- To undertake breaktime or lunchtime supervision as required.
- Supervision of early morning and after school homework clubs as required.
- Providing cover for support staff as required.
- Attending any courses required to fulfil responsibilities.
- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the appropriate person in line with school policies and procedures.
- Contribute to the ethos/work/aims of the school.
- Undertake such other duties/responsibilities as may from time to time be reasonably required.

Schools benefit from a flexible approach to working arrangements - because of this, the tasks and responsibilities listed here are not definitive. The Headteacher may require particular additional duties to be undertaken to suit the school's requirements.



**Job Description and Person Specification - November 22****PERSON SPECIFICATION**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to carry out the post. Please make sure when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

1 = Application form 2 = Interview 3 = Test and/or Reference 4 = Proof of qualification

	<b>Essential</b>	<b>Desirable</b>	<b>How Measured</b>
<b>TRAINING/ QUALIFICATIONS:</b>			
Good standard of education, including grade A* - C at GCSE or equivalent in English and Maths, and up to A level or equivalent.	✓		1, 4
Use of SIMS software		✓	1
High standard of written and spoken English	✓		1, 2
Computer literate	✓		1, 2, 3
<b>SKILLS AND COMPETENCIES:</b>			
Confident working in a classroom setting	✓		1, 2, 3
Ability to recognise the need for and maintain a high degree of confidentiality	✓		1, 2, 3
Ability to work as part of a team	✓		1, 2, 3
Ability to organise and prioritise work effectively	✓		1, 2, 3
Ability to work to deadlines	✓		1, 2, 3
Ability to communicate with a variety of people in a friendly and professional manner	✓		1, 2, 3
Attention to detail	✓		1, 2, 3
<b>EXPERIENCE:</b>			
Working with secondary school age young people	✓		1, 2, 3
Working in an administrative role in a busy office	✓		1, 2, 3
Setting up and maintaining filing systems	✓		1, 2, 3

Signed .....

Name .....  
(in capitals)

Date .....

*Please return one signed copy to Judith Woods, HR Manager, and retain the other copy for your records*



The Governing Board of The Cottesloe School is committed to safeguarding and promoting the welfare of the students. This role involves contact with children and all employees are expected to share this commitment, to follow the school's safeguarding policies and procedures and to behave appropriately towards children at all times whilst undertaking school activities and in their personal lives.

The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. Staff have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

The postholder will ensure that school policies are reflected in all aspects of their work, in particular those relating to safeguarding children, equal opportunities, health and safety, data protection, code of conduct and professional behaviour.

The postholder will be required to undergo criminal, teacher status, qualification, medical and reference checks as part of the safer recruitment process and must be willing to participate in further training as the job requires. All staff are expected to take responsibility for safeguarding and promoting the welfare of students at the School.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable a suitably qualified applicant with a disability (as defined under the Act) to meet the requirements of the post.

This job description and person specification sets out the duties of the post at the time it was drawn up. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

