



PERSON SPECIFICATION: COVER SUPERVISOR

SALARY RANGE: F (SCP 17-22)

WEEKS PER ANNUM: TTO (SALARY PRO RATA)

RESPONSIBLE TO: COVER MANAGER

RESPONSIBLE FOR: N/A

JOB PURPOSE: To provide classroom supervision; administrative, organisational and information technology processes within the school; assist with classroom display and be involved in general supervision of students at lunchtime.

COLLEGE VALUES: The post holder will subscribe to and model the ideal that as stakeholders of Denton Community College we strive to ensure that all our work is characterised by the core values of COURTESY, EMPATHY, INCLUSION, INTEGRITY, RESPECT & RESPONSIBILITY.

EDUCATION/QUALIFICATIONS/MEMBERSHIP OF PROFESSIONAL INSTITUTIONS

- A good standard of Education with evidence of accreditation GCSE English and Maths (or equivalent) at 'C' grade or above **(E)**

EXPERIENCE

- Experience of working in a school setting **(E)**
- Experience of working with young people **(E)**

KEY SKILLS:

- Ability to differentiate **(E)**
- Ability to work as part of a team **(E)**
- Excellent communication skills **(E)**
- An ability to develop positive relationships with students **(E)**
- Sets standards and provide a role model for students **(E)**
- Deal sensitively with people and resolve conflicts **(E)**
- Good organisational skills **(E)**
- ICT literate **(E)**
- Understanding of how to motivate young people **(E)**
- Ability to work independently and show initiative **(E)**

PERSONAL QUALITIES:

- Assertive **(E)**

- Support the school values **(E)**

SPECIFIC RESPONSIBILITIES (Resources):

- Operate relevant equipment relevant ICT packages
- Provide advice and guidance to staff, students and others
- Undertake research and obtain information to inform decisions
- Assist with marketing, ethos and promotion of the school

SPECIFIC RESPONSIBILITIES (Whole School):

- Comply with and assist the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with all staff, other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To play a full part in the life of the college community, to support its distinctive mission and ethos and to encourage students to follow this example
- To promote actively the college's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff review and development process.

Category (E) – ESSENTIAL – without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES – which would normally enable the successful candidate to perform the duties and tasks better and more effectively than one who did not have the qualification, training, experience etc.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required and sometimes at short notice, that is not described here.

All staff need to be aware of and practise the current Health and Safety regulations in accordance with Government, Tameside LA, and College policies.

The post-holder is expected to be part of the whole-college staff team and to be able to use his/her initiative. The ability to respond positively to ever-changing and demanding circumstances is essential.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

