



## **Shipston High School JOB DESCRIPTION**

Shipston High School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects our staff and volunteers to share this commitment.

**Post Title:** Cover Supervisor  
**Grade: G** Term time + 5 Teacher training days– 31.25 hours per week  
**Hrs of Work:** Hrs of Work – 8.15am – 3.10pm Mon to Fri (40 mins unpaid lunch break)

### **Job Purpose:**

- To work with curriculum teams, deliver lessons and supervise students in the absence of teachers.
- When not acting as a cover supervisor to act as a TA under the direction of the SENCO

### **Duties and Responsibilities:**

- To supervise classes and to undertake work/activities that have been set by teachers including taking the register, introducing and closing the class.
- To organise all cover requirements for teacher's absence and complete associated ICT and administration..
- To assist in the preparation (setting) and assessment (marking) of work where appropriate.
- To be responsible for interpreting, presenting and delivery of quality lessons to students in a way that compliments the school ethos on teaching and learning.
- To maintain good order and discipline amongst the pupils in line with the school's Behaviour Policy to ensure a positive environment.
- To encourage the young people to interact and work co-operatively with each other and engage all pupils in activities.
- To respond to any questions from pupils about processes and procedures.
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
- To collect completed work after the lesson and return it to the appropriate teacher.
- To report back to the appropriate person on any issues arising.
- To supervise examinations as directed.
- To operate as a Teaching Assistant in designated faculties when not on Cover duty.
- To take part in all appropriate inset activities.
- To undertake professional training, related to the post, as directed by the School.
- To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.
- To provide resource support to curriculum departments and pastoral team as required.
- Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to Shipston High School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Shipston High School's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines

## PERSON SPECIFICATION

JOB TITLE	<b>Cover Supervisor/Library Administrator</b>
SCALE	<b>Term time + 5 Teacher training days– 31.25 hours per week</b>

ATTRIBUTES	JOB REQUIREMENTS	For office use only (A-Applications, I- Interview, R- Reference)
KNOWLEDGE	<ul style="list-style-type: none"> <li>• Of the needs and characteristics of young people</li> <li>• Of supervision and behaviour management techniques</li> <li>• Of the importance of positive role models for young people</li> <li>• Of strategies, including literacy, numeracy, ICT, independent learning, special education needs and anti-racism to ensure effective learning.</li> <li>• Of equal opportunities and anti-discriminatory practice in the context of the school community.</li> </ul>	<p>A &amp; I A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>I</p>
SKILLS And ABILITIES	<ul style="list-style-type: none"> <li>• To communicate effectively</li> <li>• To motivate and encourage students to work co-operatively</li> <li>• To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively</li> <li>• To be a team player</li> <li>• To organise and co-ordinate classroom activities</li> </ul>	<p>A, I &amp; R A, I &amp; R</p> <p>I &amp; R</p> <p>I &amp; R A &amp; I</p>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Of working with groups of young people, preferably of secondary school age</li> <li>• Of planning, presenting and assessing student's work.</li> <li>• Of resolving problems and handling challenging situations</li> <li>• Of managing behaviour effectively</li> </ul>	<p>A</p> <p>A &amp; R</p> <p>A, I &amp; R</p>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• English and Maths GCSE standard to Grade C and above. A degree would be an advantage</li> </ul>	<p>A</p>
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• Willingness to undertake appropriate professional development</li> <li>• Enthusiasm, self motivation and initiative</li> <li>• To be able to work hours specified and take holiday outside term time</li> <li>• A belief that schools can make a difference</li> </ul>	<p>A, I &amp; R</p> <p>I</p>