



JOB DESCRIPTION: COVER SUPERVISOR

DATE: September 2024 - July 2025

PAY RANGE: Pay Range 3

THE SCHOOL

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Confidence, Respect, Engagement, Aspiration, Teamwork and Enjoyment and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

JOB PURPOSE

To promote the aims of the school, as expressed in the Vision and Mission.

To supervise and deliver cover lessons for absent teachers and provide administrative support as required.

DIMENSIONS

32½ hours/week for term-time plus INSET days. Hours are 8:30am-3:30pm with 30 minutes for lunch.

PERFORMANCE STANDARDS

Each Cover Supervisor will be assessed against this job description and any targets set as part of the appraisal process. Post holders will be expected to undertake appropriate CPD activities, as required.

RESPONSIBLE TO

Cover Officer

PRINCIPLE ACCOUNTABILITIES

Key Aim: To establish and maintain a positive and productive learning environment in the classroom whilst also promoting the values of the school.

- Ensuring you have your timetable and details of work for the day
- Familiarise yourself with registration procedure and lessons and liaise with subject staff as appropriate
- Use SIMS/Edulink to register attendance
- Collect, distribute and return materials as outlined on the Cover Sheet
- Display work on the board

- Whenever possible guide students and deal with any queries
- Ensure students are on task and that work set is completed
- Record how far students got with the work and report any issues of concern
- Ensure room is tidy and litter-free before dismissing the students

Additional Duties

- An understanding of and commitment to the safeguarding requirements associated with such a role
- Provide cover for the absence of other student facing non-teaching staff, where possible, to maintain the day to day running of the school.
- Provide administrative support as requested by teachers and co-ordinated by the Cover Officer.
- Have an awareness of and implement school policies as appropriate
- Participate in all staff training days
- Assist with invigilation or scripting of exams, where necessary

Self-Evaluation and Improvement

Contribution to whole school self-evaluation will take the form of:

- Participating in the AHS Appraisal Process
- Participating in CPD/Training activities

The requirements of the post may vary from time to time without altering its essential nature or level of responsibility.

PERSON SPECIFICATION

Qualifications

- Maths and English to GCSE grade 5 / C or equivalent (essential)

Experience

- Working within a team (essential)
- Working to tight deadlines (essential)
- Planning your own workload (essential)
- Experience of working with young people, preferably in a school setting (desirable)

Knowledge

- IT competency (essential)
- An understanding of and a commitment to the safeguarding requirements associated with the role (essential)
- Use of Google products to a competent level (desirable)
- Use of SIMS (desirable)

Skills/Competencies

- The ability to work independently and to take direction (essential)
- Excellent oral and written communication skills (essential)
- Excellent interpersonal skills (essential)
- Excellent organisational skills (essential)
- High attention to detail and a high level of accuracy (essential)
- The ability to be reactive and proactive (desirable)
- The ability to be creative and innovative (essential)

How to apply for the role

Please send the completed [application form](#) and a [covering letter](#) to:

- e-mailed to: hr@ahs.bucks.sch.uk or
- posted to: Lisa Greenway, Director of Finance and Operations, Aylesbury High School, Walton Road, Aylesbury, Bucks HP21 7SX

Closing date: Monday 29 April 2024, 9am.

Interviews: Early May

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references, which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer

We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.