

Simon Balle All-through School

Job description

COVER SUPERVISOR

1. JOB OUTLINE

1 a) REASON JOB EXISTS

To supervise classes during the short-term absence of the assigned teacher.

1 b) DUTIES

- Supervise work that which been set by a teacher.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of students during the class and on any problems arising.

1 c) EQUALITIES

- Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop.

1 d) HEALTH AND SAFETY

- Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person.

e) CRIMINAL RECORDS BUREAU

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Criminal records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

1 f) ADDITIONAL INFORMATION

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

** The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

3. SUPERVISION

- The jobholder is managed either by a member of the school's senior management team. The frequency of meetings is determined by the school's performance management policies and practice.
- No supervision of staff.

4. JOB CONTEXT

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment. The headteacher's professional judgement will determine the deployment of a cover supervisor.
- The jobholder will not engage in "active" teaching.

5. CONTACTS

- The jobholder works directly with teachers and students

6. KNOWLEDGE, EXPERIENCE AND TRAINING

- Experience of working with children of the relevant age.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage students in a classroom setting.

Simon Balle is committed to safeguarding and promoting the welfare of all students and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all.

