

In the absence of the class teacher you will work as a cover supervisor across the school under supervisory arrangements established by the school.

At Simon Balle All-through School we make the education of our students our first concern, and are accountable for achieving the highest possible standards in work and conduct. Staff act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as a cover supervisor up to-date and make positive professional relationships.

All staff are expected to model and uphold the vision and values of the school ensuring everyone is nurtured, inspired and achieves.

Part one: Teaching

A cover supervisor must:

1. Set high expectations which inspire, motivate and challenge students. To undertake whole class supervision in the absence of the class teacher, delivering work previously prepared by the class teacher

- establish a safe and stimulating environment for students
- set goals that stretch and challenge students
- demonstrate consistently the positive attitudes, values and behaviour which are expected of students

2. Promote good progress and outcomes by students

- be aware of students' capabilities and their prior knowledge, and build on these
- demonstrate knowledge and understanding of how students learn and how this impacts on teaching
- encourage students to take a responsible and conscientious attitude to their own work and study.

3. Demonstrate good subject and curriculum knowledge

- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English and maths

4. Manage behaviour effectively to ensure a good and safe learning environment

5. Fulfill wider professional responsibilities

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- take responsibility for improving your own performance through appropriate professional development, responding to advice and feedback from colleagues
- to attend staff meetings as appropriate
- to take part in training activities (Inset)
- to follow all school policies

Part two: Personal and professional conduct

A cover supervisor is expected to demonstrate consistently high standards of personal and professional conduct by -

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others

The post and job description will be revised annually by the Headteacher and may be subject to amendment as the needs of the school require, but only after full consultation with the post holder concerned.

PERSON SPECIFICATION		<i>Essential/ Desirable</i>
1. Experience		
	Working with young people within a school classroom setting	E
	Efficient administration and good organisation.	E
	Experience of working with Behaviour Management, Child Protection and Special educational needs.	D
2. Qualifications/Training		
	GCSE English and Maths at Grade C or above or equivalent e.g. NVQ level 3	E
	HLTA qualification	D
	A levels/degree	D
	Willingness to undertake further relevant study or training.	E
3. Knowledge, Skills and Abilities		
	Communicate effectively orally and in writing to a range of audiences.	E
	Build effective relationships with young people, providing support for their learning and setting clear boundaries for them.	E
	Build effective relationships with teachers and other school staff.	E
	Use ICT for administration purposes and a willingness to use it with pupils.	E
4. Personal Qualities		
4.1	Excellent attendance and punctuality	E

4.2	Hard working, flexible and reliable	E
4.3	Positive and optimistic	E
4.4	The ability to work under pressure and maintain a sense of humour	E
4.5	A genuine commitment to and liking for young people, and high expectations for their progress and welfare	E
4.6	The confidence to manage and supervise effectively whole classes	E

Simon Balle is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. We are also committed to the equality of opportunity for all. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and the Criminal Records Bureau