

Ashlyns School: Role Description Support Staff

Title of Post	Cover Supervisor
Grade (including allowances)	H4 plus fringe allowance
Reporting to	Lead Practitioner
Date	Spring Term 2024
Time/Hours	32.5 hours per week (term time plus one week)

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees. This role description may be modified by the Headteacher to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will typically be reviewed every 3 years or sooner if required.

Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment:
- To support the school's aims, ethos and values
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible
- To provide courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety, staff code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

Purpose of Role

- **The Cover Supervisor** will be responsible for the supervision of whole classes in the absence of the regular teacher making sure students undertake the work set. The role is also to support the Lead Cover Supervisor with the organisation of cover for the school each day, ensuring that all lessons are adequately covered.

Duties Specific to the Post Holder

- Supervision of whole classes in the absence of the regular teacher
- Monitoring and actively engaging students to make sure that they complete work in sufficient depth and to the best of their ability

- Promoting equality by ensuring that all students have access to opportunities to learn and develop (at present, this is of particular relevance to students in Years 7 - 9, where students are expected to complete the work set on Chromebooks)
- Managing the behaviour H4 of students to ensure a safe and constructive environment that is conducive to learning
- Reporting, as appropriate using the school's agreed referral procedures, on the behaviour of students during the lesson and on any problems arising
- Working with departments to prepare resources in cases of 'long term' staff absence
- Supervision of isolated students (SLR) when not needed for classroom cover
- Helping to collate a bank of emergency work/resources based on the 'challenge curriculum' for KS3 and KS4 students in liaison with Heads of Department
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Participating in Performance Appraisal and taking responsibility for personal development, making full use of the school's professional development opportunities and training

Person Specification

Essential Skills and Attributes include; an ability to engender respect, maintain authority and good order whilst acting in a cheerful and supportive manner, the use of initiative, the ability to build good relationships with students, teachers and parents/carers, and a genuine interest in education.

	Essential	Desirable
Qualifications	Essential	Desirable
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. Evidence of further qualifications and training		X
3. Intermediate ICT training in Google Suite	X	
Experience		
4. Working with young people, parents and families preferably within an education context	X	
5. Working with young people and ability to form and maintain appropriate relationships and personal boundaries	X	
6. Working as a part of a team and leading, as well as on your own initiative	X	
7. Working with professionals from other agencies and in a multi-agency context	X	
8. Experience of using School Information Management System		X
Knowledge		
9. Knowledge of school systems and procedures	X	
10. Demonstrate an understanding of issues linked to confidentiality	X	
11. Understanding the needs of young people	X	
Skills		

12. Ability to communicate effectively both orally and in writing	X	
13. Ability to prioritise and meet deadlines	X	
14. Ability to use IT systems effectively to produce reports and record information	X	
15. Demonstrate an ability to cope with stressful/conflict situations	X	
16. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
17. The flexibility to adapt to changing workload demands and new school challenges	X	
18. Personal commitment to continuous self-development	X	
19. Ability to show emotional resilience in working with challenging behaviours	X	
Personal Qualities		
20. Good role model	X	
21. Strong interpersonal skills	X	
22. Energetic, creative and self-motivated	X	
23. Co-operative, flexible and responsible	X	
24. Able to prioritise and work under own initiative	X	
25. Reliable, well organised and committed to high standards	X	
26. Accurate with a good eye for detail	X	
27. Able to maintain confidentiality	X	
28. Integrity	X	