



COVER SUPERVISOR

JOB DESCRIPTION			
Department	Academic Support	Date	October 2021
Responsible to	Academic Secretary	Responsible for	N/A
<p>Job Purpose</p> <p>To provide short term cover for absent teaching staff, allocating prepared work, keeping students on task and managing the behaviour of pupils during class</p>			
<p>Responsibilities/Accountabilities</p> <p>Operational</p> <ul style="list-style-type: none"> Supervise pre-prepared activities and self-directed learning in the absence of the teacher or where the teacher is teaching remotely on MS Teams to enable continuity of learning. Provide support and encouragement to students and manage classroom organisation during the cover lesson. Manage the behaviour of students through the implementation of the school behaviour policy and practices and encourage students to take responsibility for their own behaviour. Collect and complete work at the end of the lesson and return it to the appropriate person. Use PASS to record students' attendance. Undertake a 'duty' as part of the school's duty system (including break and lunch). Support the work of classroom teachers when not deployed directly covering a class. Support general school administration when demand for cover is low. <p>Communication</p> <ul style="list-style-type: none"> Establish rapport and respectful, trusting relationships and communicate effectively with students. Communicate students' work as set out by the teacher. Report back as appropriate using agreed referral procedure on the behaviour of the class. <p>Safeguarding</p> <ul style="list-style-type: none"> Be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate. Adhere to data protection legislation. Maintain confidentiality as appropriate. <p>Systems and Information</p> <ul style="list-style-type: none"> Share information appropriately – in writing, by telephone, electronically and in person. Maintaining appropriate records and providing relevant, accurate and up to date information for PASS. <p>Data Protection</p> <ul style="list-style-type: none"> Comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data protection, Information Security and Confidentiality. <p>Health & Safety</p>			

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Assistant Head (Academic) or Academic Secretary.

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

Experience	<ul style="list-style-type: none"> • Successful recent experience working with children aged 11-18, ideally in a school environment
Qualifications	<ul style="list-style-type: none"> • Good reading and writing skills • Good working knowledge of ICT to support learning • Good numeracy skills
Skills & Abilities	<ul style="list-style-type: none"> • Ability to use clear language to communicate information unambiguously • Ability to listen effectively • Ability to negotiate effectively with adults and children • Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment. • Understand and support the importance of physical and emotional wellbeing • Ability to work effectively with a range of adults • Ability to remain calm under pressure • To be flexible • Follow instructions accurately • Ability to manage own time effectively • Ability to adapt quickly and effectively to changing circumstances/situations • Good understanding and effective implementation of child protection procedures • Understand procedures and legislation relating to confidentiality

Additional Work Elements

The postholder will be expected to cover for absent teachers, work alongside other classroom practitioners or supervise directed study, working Monday – Friday from 7.45am – 3.40pm and Saturdays 7.45am – 11.30am during term time and staff training days only for the remainder of the 2021-22 academic year. We are keen to accept applications from people who are able to work 3, 4 or 5 days a week. Please confirm on your application form the number of days that you wish to be considered for. This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.