

HARTFORD CHURCH OF ENGLAND HIGH SCHOOL

COVER SUPERVISOR (AAAE5080)

Grade 5 SCP 6 to 11 (£19,171 to £21,166 per annum – pro-rata)

Actual salary payable £14,465 to £15,971

32.5 hours per week, 39 weeks per annum, 5 days per week

JOB DESCRIPTION

Responsible to: Assistant Headteacher

Overall Purpose of the Job

To provide cover for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent from the classroom during the time they have been timetabled to teach. Cover supervision occurs when there is no active teaching taking place. Pupils continue their learning by carrying out a pre-prepared exercise under supervision. Cover supervision does not involve carrying out 'specified work' as outlined in the Education (Specified Work and Registration) (England) Regulations 2003.

Principal Responsibilities

- Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
- Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment.
- Respond to any questions from pupils about process and procedures so they can continue with their set work.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
- Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
- Report back, using the school's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
- To support the school's administration duties when not required for cover during the school day.
- To participate in pupil supervision duties outside lesson time and accompany educational visits as appropriate.

Additional Details

Contacts:

Teachers, pupils and other support staff.

Communication Skills:

Contact will mainly be face-to-face with all staff and pupils. There may be times when supervising pupils that the situation will require the use of verbal behaviour management skills, this could include tact and discipline to reach a satisfactory conclusion.

Extent of Advisory Responsibility:

Will have to explain procedures and processes to pupils. In the main the advice will be covered by school policies and procedures although the job-holder would sometime have to give advice based on their experience.

Freedom to Act:

The jobholder will be expected to take sole charge of a group of pupils in a class situation. They will have to deal with situations as they arise but within the framework of the school's policies and procedures.

Decision Making:

The majority of decisions will be within the policies of the school. Supervision or advice will be readily available from colleagues.

Adaptability:

The jobholder will work mainly in a classroom situation, with additional pupil supervision outside lessons, and contribute to school administration as appropriate.

Resource Management:

Responsible for pupil welfare resources when in a classroom situation.

Qualifications, Knowledge and Experience:

NVQ Level 3 or equivalent qualification or experience.

Be familiar with behaviour strategies, school policies particularly Health and Safety, SEN and Equal Opportunities.

Able to manage classroom activities safely.

Competent user of ICT.

Rehabilitation of Offenders Act

Please complete the relevant section on page 8 of the application form.

Notwithstanding the detail of this job description, in accordance with the Council's Flexibility Policy, the jobholder will undertake such work as may be determined by the Headteacher or his/her delegate from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the County of Cheshire.