



Kelmscott School

"Putting Learning First"

KELMSCOTT SCHOOL JOB DESCRIPTION

Post:	Cover Supervisor
Hours:	32.5 per week - term time only 8:30am – 4pm
Scale:	NJC Scale 5
Responsible to:	School Business Leader
Responsible for:	NA

Job Purpose

To supervise whole classes during the short-term absence of teachers, delivering the content of work set by the teacher, managing student behaviour, responding to questions, and assisting students to undertake set activities, in line with school policies and procedures.

To work as part of the Business Support Team providing a first class administration service to the school

Duties & Responsibilities

Cover

1. To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.
2. To give instructions for a lesson as provided for by a teacher.
3. To ensure the impeccable behaviour of the students and make sure the pupils engage in the pre-set learning activity.
4. To respond to students' questions and provide feedback to the teacher on broad issues such as behaviour.
5. To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
6. To support students with the use of ICT and other equipment and materials to enable them to achieve the learning objectives set by the teacher.
7. Provide cover for form tutor sessions as required.
8. To deal with any immediate problems or emergencies, in the absence of the teacher, according to the school's policies and procedures.
9. To monitor and evaluate students' responses to learning activities through observation and

recording of achievement and provide feedback/reports as required.

Support for the Curriculum

1. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
2. To demonstrate creativity in assisting with the practical resourcing of the classroom.

Support for the School

1. Provide a high quality administration and organisational service to the school in accordance with established policies and procedures.
2. Ensure the provision of good, accurate and timely information
3. Undertake other administrative tasks, as required, to ensure the smooth running of the school and help provide cover undertaking other administrative tasks, in the absence of other team members.
4. To participate in training and other learning activities as required and to attend relevant meetings to ensure one's own continuing professional development.

General

1. The post-holder must carry out his or her duties with full regard to the School's Health and Safety, Equal Opportunities, GDPR and Safeguarding Policies.
2. The post-holder will participate in the school's performance management process and professional development opportunities.
3. The post-holder should have knowledge of and compliance with all school policies and procedures.
4. To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff and students adhere to school expectations.
5. The post-holder will perform any such duties as are within the scope and the spirit of the job purpose, the title of the post, and its grading.
6. Be responsible for student behaviour and welfare in public places during break, lunch, change of lesson and at the beginning and end of the school day.
7. Participate in professional development opportunities and demonstrate a willingness to develop additional skills and expertise.
8. Keep up to date with current educational developments and legislation affecting your area of expertise.
9. To respect the confidential nature of information relating to the school, students and customers.
10. Treat students, parents and colleagues fairly, equitably and with dignity and respect.

This job description is subject to regular review and can be amended in line with the pay grade.

Cover Supervisor

Person Specification and Selection Criteria

1. Education and Training

- a. GCSE English, Grade C or above or equivalent.
- b. Qualifications or recent training relevant to this post.

2. Experience – A successful record of:

- a. Working with young people within a school classroom setting, preferably within the secondary age range.
- b. Efficient administration and good organisation

3. Skills – The ability to

- a. Communicate effectively orally and in writing to a range of audiences.
- b. Build effective relationships with young people, providing support for their learning and setting clear boundaries for them
- c. Build effective relationships with teachers and other school staff.
- d. Participate in discussions in an informed and sensitive manner.
- e. Use IT for administration purposes and a willingness to use it with students.

4. Knowledge and Understanding of:

- a. The nature and needs of students in urban areas such as Waltham Forest.
- b. The ways in which this post can support the ethos of the school which is committed to focusing on learning and raising achievement.
- c. Strategies to ensure excellent student behaviour.

5. Personal Qualities

- a. Excellent attendance and punctuality.
- b. Hard working, flexible and reliable.
- c. Positive and optimistic.
- d. The ability to work under pressure and is resilient
- e. A genuine commitment to and liking for young people, and high expectations for their progress and welfare.
- f. A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.

KELMSCOTT SCHOOL PERSON SPECIFICATION

JOB TITLE: COVER SUPERVISOR & ADMIN SUPPORT

The post holder will be required to show commitment to the improvement of the school and commitment to the success of the School Support Team in achieving the high standard of service expected by teaching staff, governors, parents and students (customers).

In addition, the post holder will be expected to show a genuine positive attitude to the concept of the team working, excellent interpersonal skills, sound organisational skills and a willingness to be flexible in their daily work.

	Essential/Desirable Criteria will be identified at*		
Education and Training	AF	I	A
Good general education GCSE level standard or equivalent	E		
Experience			
Experience of recently working in an educational environment	E	E	
Experience and knowledge of using current IT technologies	E	E	
Experience of working in a similar role	D	D	
Special Abilities/Aptitudes			
Ability to prioritise tasks and manage workload	E	E	
Ability to work and contribute as a member of a team	E	E	
Ability to communicate effectively with a wide range of people	E	E	
Ability to value and respect the views and needs of children and young people.	E	E	
Prepared to undertake further training as necessary	E	E	
Other Requirements			
Flexible approach to working hours, duties and arrangements	E	E	
A Commitment to working with both colleagues and learners in a diverse, challenging, and multi-cultural learning environment	E	E	
Ability to carry out and promote departmental procedures	E	E	A
Good level of literacy and communication skills	E	E	A

*** AF = Application Forms I = Interview A = Assessment**