



## Job Description

<b>Job Title</b>	Cover Supervisor
<b>Location</b>	King Edward VI Community College
<b>Responsible to</b>	Cover Administrator
<b>Grade</b>	D
<b>Hours</b>	30 hours per week during term time plus 2 inset days (38.4 weeks per year) Monday – Friday 8.30 to 3.30pm daily However, the postholder will be required to work flexibly to meet the needs for the role including occasional evening work or early mornings to cover absence.

### We offer:

- A supportive and professional team of colleagues.
- Excellent staff-student relationships.
- An excellent in-house programme of professional learning hubs run with and for colleagues.
- Bespoke induction and support programmes for new colleagues.
- Extensive links for professional development and learning across two teaching schools; the Dartmoor Teaching School Alliance and the South West Teaching Schools Alliance.

We would be particularly interested in applicants who are considering a career in teaching in the future.

### Key responsibilities:

- a) To cover short-term teacher absences working with KS3 and 4 pupils.
- b) In addition to cover supervision, you will also be required, on occasion, to provide classroom support for teachers, support internally excluded students, exam invigilation, lunchtime duties, first aid and administrative duties.

### Duties:

#### To support the assigned teacher of the class by:

- a) Supervising classes during pre-planned learning activities, which have been set in accordance with ESW policy i.e. tasks:
  - relevant to the age group
  - relevant to the point reached in the curriculum
  - suitable to be supervised safely by a non-specialist This will require provision of some exposition and explanation but will not require teaching in the full sense of the word.
- b) Collecting work as necessary and returning it to the appropriate teacher.
- c) Promoting positive values, attitudes and good student behaviour, dealing promptly with behavioural incidents in line with ESW policy.
- d) Reporting, as appropriate, using the Trust's agreed referral procedures, on the behaviour during the class, and any issues arising.

#### To support students by:

- a) Responding to students' questions and providing guidance about their studies.
- b) Establishing positive working relationships with students, acting as a role model and setting high expectations for behaviour.
- c) Promoting inclusion and acceptance within the classroom.
- d) Promoting independent learning where appropriate.
- e) Ensuring that any pre-determined equipment and resources are available to students.
- f) Being aware of, and complying with, the policies and procedures of the College.
- g) Providing lunchtime supervision.

**To support the College by:**

- a) Undertaking other duties (admin, clerical, finance and other areas) commensurate with the status of the post.
- b) Undertaking first aid duties (as required).

**The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility entailed.**

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**Person Specification**

Experience	Essential	Desirable	
<ul style="list-style-type: none"> <li>• Experience of working in an educational environment or with young people.</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.</li> </ul>		•	Application Reference Interview
Knowledge and skills			
<ul style="list-style-type: none"> <li>• Ability to provide classroom cover – within agreed parameters – in the absence of the class teacher</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• Confident verbal communicator with the skills to communicate with students aged 11-18 in order to improve their learning and achievement.</li> </ul>	•		
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to interact effectively and professionally with young people and colleagues.</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• Good literacy, numeracy and ICT skills</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• Good administrative and organisational skills.</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• The ability to work within the school policies, procedures and expectations.</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• The ability to prioritise workloads and to work to given deadlines.</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• A knowledge of the KS3 and KS4 National Curriculum</li> </ul>		•	Application Reference Interview
<ul style="list-style-type: none"> <li>• Knowledge of different learning styles and learning needs.</li> </ul>		•	Application Reference Interview
<ul style="list-style-type: none"> <li>• Knowledge of, and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.</li> </ul>		•	Application Reference Interview
<ul style="list-style-type: none"> <li>• The ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective</li> </ul>	•		Application Reference Interview
<ul style="list-style-type: none"> <li>• First Aid Training/qualification</li> </ul>		•	Application Reference

			Interview
<b>Personal Qualities</b>			
<ul style="list-style-type: none"> <li>To be a good role model.</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>To follow school expectations with regards to professional behaviours</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>The ability to work collaboratively as a member of a team.</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>The capacity to remain calm and to cope with the unexpected.</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>Excellent attendance and time keeping record.</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>Reliable, honest and trustworthy.</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>Energy, enthusiasm and commitment.</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>A sense of humour</li> </ul>		•	Interview
<ul style="list-style-type: none"> <li>A willingness to commit to the school's vision and work hard to achieve it</li> </ul>	•		Reference Interview
<ul style="list-style-type: none"> <li>Willingness to participate in further training and developmental opportunities offered by the  College to further knowledge</li> </ul>	•		interview
<b>Technology/IT skills</b>			
<ul style="list-style-type: none"> <li>Good IT skills, with a working knowledge of Word and Excel</li> </ul>	•		Reference Interview
<b>Qualifications, Education and Training</b>			
<ul style="list-style-type: none"> <li>GCSE Grade A* -C, or equivalent, in English &amp; Maths.</li> </ul>	•		Application
<ul style="list-style-type: none"> <li>Good educational qualifications: 5 + GCSEs grade A*-C, or equivalent, including English &amp; Maths.</li> </ul>	•		Application
<ul style="list-style-type: none"> <li>NVQ Level 3 Teaching Assistant or equivalent</li> </ul>		•	Application
<ul style="list-style-type: none"> <li>Further/ Higher education qualifications.</li> </ul>		•	Application
<b>Equal Opportunities</b>			
The Trust and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties			
<b>Physical</b>			
Able to carry out the duties of the post with reasonable adjustments where necessary			Medical questionnaire
<b>Other relevant factors</b>			
Commit and conform to ESW Customer Service Standards			