



SAPIENTIA EDUCATION TRUST

OLD BUCKENHAM HIGH SCHOOL JOB DESCRIPTION

COVER SUPERVISOR

Line Manager:	Assistant Headteacher
Salary:	Points 7 - 11 of the Support Staff Salary Scale FTE: £20,444 - £22,129 per annum Pro rata: £15,377 - £16,942 per annum

THE POST

As a Cover supervisor you will supervise whole classes to cover absences of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep students on task while maintaining good order. Cover supervisors will respond to general questions and provide general feedback to the teacher.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

Old Buckenham High School is a member of the Sapientia Education Trust (SET) which is currently led by the Executive Principal of Wymondham College as CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

Personal Qualities.

The personal competencies expected of all support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Cover Supervisor are:

- Have the personality and presence required to carry out required duties effectively;
- Have a good rapport with young people and be able to act as a positive role model to them;
- Be supportive of the particular ethos and expectations of the Sapientia Education Trust;
- Be flexible and creative in approach and be open to the possibility of developing a wider role in the Trust.

The qualifications and previous experience required for a Cover Supervisor are:

- A good level of literacy and numeracy;
- Be educated to at least A-Level (or equivalent) standard;
- A degree level qualification, or equivalent, would also be an advantage; however, candidates with relevant experience should not be discouraged from applying.

JOB SPECIFICATION

General Responsibilities

The Cover Supervisor is responsible to the Assistant Headteacher to supervise whole classes to cover absences of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep students on tasks while maintaining good order. Cover supervisors will respond to general questions and provide general feedback to the teacher.

The post-holder will be required to comply with the Old Buckenham High School Code of Conduct for Staff and Volunteers.

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies;
- Manage students' behaviour within the behavioural policy of the school;
- Set high expectations of conduct whilst acting as a role model;
- Respond to students' queries on procedures while keeping students on task;

- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities;
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of the students;
- Collect and pass on any completed work;
- Maintain and pass on any appropriate records as agreed beforehand with the teacher;
- Provide support and assistance to teaching staff in large examinations or test groups;
- Support the use of ICT within the lesson as appropriate;
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources;
- Accompany groups of students on school trips ensuring their health and safety (to be at discretion of lead teacher);
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Participate in training and other learning activities as required.

HOURS OF WORK

Paid Weeks per year	39
Working weeks	Term Time plus 1 week
Hours per week	32 ½
Normal Working Pattern	Mon – Fri 08:20 – 15:40
Paid Breaks	50 minutes unpaid break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. The salary includes an additional 5.32 to 6.28 weeks as holiday pay.
CPD Days	You will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

Salary Details:

- Points 7 – 11 of the Support Staff Salary Scale
- FTE: £20,444 - £22,129 per annum
- Pro rata: £15,377 - £16,942 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Old Buckenham High School's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn all the time to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Sapiaentia Education Trust's Performance Management program.