

Position: - Cover Supervisor

Job Title:	Cover Supervisor
Hours:	Full and part time, term time and non- term time positions, including training days/meeting in the academic year.
Contract Type:	Permanent
Salary:	Up to £15, 000 - depending on experience and qualifications.
Responsible to:	Deputy Headteacher/ Headteacher

Job Description:

We are seeking to appoint a motivated and enthusiastic Cover Supervisor who will work to cover the across all subjects in the school. To cover in the absence of a teacher by supervising pupils who are carrying out work set by the teacher's lessonplan. We work collaboratively to provide high standards of learning and teaching for every individual child. You must have a passion for teaching and learning and be creative and innovative to inspire children to achieve their individual goals. This position would ideally suit a degree qualified candidate or working toward their degree and is interested in gaining teaching experience prior to applying for a teaching qualification. We have a comprehensive professional development programme and has successfully trained many graduates who have gained their teaching Qualifications through us.

General Main Duties and Responsibilities:

- To supervise children in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils
- To ensure that the work set by the teacher is carried out in accordance with the school's strategy. To check that pupils have appropriate equipment and materials to enable them to complete the tasks set and answering pupils' questions about process and procedures
- To support expectations of pupil behaviour in the classroom, securing appropriate standards of discipline and ensuring that the school's behaviour management policy is adhered to
- To work to the school's safeguarding, health & safety and discipline policies at all times
- To deal with any emergencies or problems which occur, in line with the school's policies and procedures
- To ensure that completed work is collected at the end of the lesson and returned to the teacher, together with handover notes when required
- To report to the teacher after the lesson, in accordance with the school's agreed referral procedures on any issues arising, including the behaviour of pupils
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher
- To attend staff meetings, participate in performance management arrangements and undertaking training and development as required
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information
- To undertake administrative duties as required
- To be aware of and comply with policies and procedures relating to child protection and safeguarding, including PREVENT, health and safety, confidentiality and data protection reporting all concerns to an appropriate person
- Anything else that the Headteacher might reasonably request or is required to ensure the job is completed
- Record any accidents or incidents and report to the class teacher

Cover Supervisor – Personal Specification:

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Level 3 or above in an education or equivalent qualification. • Educated to GCSE level with English and Maths at A*/9 to C/4 or equivalent. • Safeguarding training and knowledge • First Aid trained 	<ul style="list-style-type: none"> • Working towards an educational degree level
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Previous experience of working in a school or educational establishment. • Willingness to be flexible. • Willingness to undertake training as appropriate. • Ability to work on own initiative. • Ability to work effectively as a member of a team • Calm under pressure • Well-organised • A desire to make a difference to the lives of the children you teach • A willingness to learn and develop new skills • Reflective practitioner • Professional at all times • Good written and oral communication skills • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively 	<ul style="list-style-type: none"> • Ability to inspire young people
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:	<ul style="list-style-type: none"> • Approachable • Committed • Able to motivate self and others • Calm under pressure • Well-organised • A desire to make a difference to the lives of the children you teach • A willingness to learn and develop new skills • Reflective practitioner • Professional at all times • Good written and oral communication skills • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively • Ability to work with as part of a team 	<ul style="list-style-type: none"> • Brings personal interests and enthusiasm to the school community • Knowledge and commitment to equal opportunities issues • Commitment to inclusion

	towards a common purpose <ul style="list-style-type: none">• An excellent attendance and punctuality record.	
--	--	--

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

Placing People Direct

T: 0333 335 5021 M: 07743 249 982 E: sunita@placingpeopledirect.co.uk

W: www.placingpeopledirect.co.uk

PLACING PEOPLE DIRECT