

JOB INFORMATION			
JOB TITLE	COVER SUPERVISOR	LOCATION/CAMPUS	THEALE GREEN SCHOOL
GROUP/ FACULTY AREA	COVER/SCHOOL WIDE	TYPE	PERMANENT
GRADE	E	SCALEPOINT	18-20
RESPONSIBLE TO	PETE TAPLIN	HOURS	37 – FULL TIME
JOB PURPOSE			
To provide cover for absent teachers where supervision of work is requested			
MAIN DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> To supervise classes where a teacher is absent from school complying with lesson plans and teachers instructions, including issuing (not setting) work, monitoring behaviour and managing the behaviour of pupils whilst they are undertaking this work to ensure a calm, orderly and constructive environment, responding to students' general queries, keeping students on task, collecting in work and dismissal from lesson all in accordance with the rules, routines and procedures set out by the school. To provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records, as agreed with the teacher, reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising. To undertake tutor group registration where a teacher is absent from school. To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour. During examination periods to undertake exam invigilation, as required. To support teachers in the supervision of students on off-site visits, as necessary. To deal with any immediate problems or emergencies according to school policy and procedures. To collect any completed work after the lesson and returning it to the appropriate teacher. To be responsible for the deployment of the Learning Support Assistants in the classrooms according to the teachers instructions. To carry out any other reasonable requests at the discretion of the Headteacher To adhere to safeguarding policies and procedures at all times. 			

GROUP/ EMPLOYEE RESPONSIBILITIES		
<ul style="list-style-type: none"> To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders To work in a flexible manner and to be willing to undertake other duties as reasonably requested 		
QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /SKILLS	BEHAVIOURAL SKILLS
<p>Essential</p> <ul style="list-style-type: none"> Good general education to GCSE Proven skills in effective pupil behaviour management Attendance at TA Induction Training Willingness to attend and participate in support staff introductory training esp Child Protection, Behaviour management, inclusion, SEN and Disabilities and Risk & Reflection Willing to attend Level 1 Child Protection Training <p>Desirable</p> <ul style="list-style-type: none"> Education to A level or higher standard 	<p>Essential</p> <ul style="list-style-type: none"> Excellent personal and social skills Confidence in dealing with young people The ability to communicate effectively orally in the English language Has a range of classroom experience Familiarity with the full range of school policies, particularly in regard to Health & Safety, equal opportunities and special educational needs (SEN) Able to use a range of strategies to deal with classroom behaviour and individual behavioural needs <p>Desirable</p> <ul style="list-style-type: none"> Experience in working with young people Experience in exercising authority Confidence with ICT 	<ul style="list-style-type: none"> Actively enjoys working with children, has empathy and is sympathetic to their needs A bright, warm personality Professionally discreet and able to respect confidentiality Ability to command and to show respect Flexible approach to tasks Firm, sensitive and effective approach towards pupil discipline Confident and able to use own Initiative Calm and confident in a classroom environment Assertive, firm and fair Patient and resilient

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

The Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health & Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

The Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.