

Job Description	
Location	The Kingsway School working across the 2 campuses
Post Title:	Cover Supervisor
Salary Scale/Range	NJC Scale 5 Point 12 – 17 £26,421 - £28,770 PRO RATA (ACTUAL SALARY £22,600 - £24,609)
Hours	Full time 37 hours per week Term Time + 5 inset days
Permanent/Fixed Term	Permanent
Posts Responsible to	Senior Leadership Team
Posts Responsible for	N/A
<p>Job Purpose: We are building a team of Cover Supervisors in our school. There is opportunity for progression for the right candidate. The team's remit is to cover for absent teachers, managing the classroom as absences occur as a first port of call. Every day is different, and the variety of the role means you will access many children, subject areas and aspects of our school. You will join our team and become part of our wider team and participate in a strong extra-curricular programme. When not required for cover duties, you will support teachers in classrooms with supporting learning.</p> <p>There is potential for it to develop into a teaching role longer term and it provides a useful step into teaching within our school or trust for any interested candidate. It's also an integral role for those who want to work in schools. Previous post holders have used it as a stepping stone into teaching and pastoral work within schools.</p>	

Main Purpose of the Job:

- To work under the guidance of teaching / senior staff to provide cover in the event of teacher absence.
- To provide cover supervision when there is no active teaching taking place as directed by the Headteacher or other member of the senior leadership team.
- To provide support for teaching staff across the school in an appropriate learning environment
- To assist with the integration of pupils with special educational needs and or supporting within a small group or individual basis within the classroom and or / withdrawal basis
- To be an integral part of the school, working in close partnership with all staff

Summary of Responsibilities and Personal Duties:

KEY AREAS

Teaching and Learning / Cover Supervision

1. To provide cover for whole classes supervising work set in accordance with the school's policy.
2. To maintain order in class and keep pupils on task.
3. To respond to questions and generally assist pupils to undertake set activities
4. To support, assist and supervise children in or outside classes under the direction of the teacher.
5. To deal with any problems or emergencies according to the school's policies and procedures.
6. To collect any completed work after the lesson and return it to the appropriate teacher.
7. To report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and on any issues arising.
8. To provide assistance, as required, in the development of learning resources within the school.
9. To assist at break/lunchtime as required

General

1. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities
2. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. To provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.
4. To undertake such other duties related to the work of the school as appropriate to the school
5. Education Learning Trust will expect the successful candidate to have the necessary standard of spoken English, as described under Part 7 of the Immigration Act 2016, the Public Sector fluency duty that requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

As part of the conditions of employment, the postholder can be expected to undertake such other duties commensurate with the grade and/or hours of work as required by the school's Leadership Team. These duties are not exhaustive or exclusive. The duties may be varied provided that any other duties are appropriate to the grading level of the post.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role are up to date
- Be a professional role model, and understand and promote the aims and the values of the Trust

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to adhere to the statutory guidance 'Keeping Children Safe in Education' and follow all of the Trust's policies and procedures in relation to safeguarding at all times.

Data Protection

- The jobholder is expected to comply with the provisions of GDPR and the Data Protection Act 2018, and follow all of the Trust's information governance policies and procedures at all times.

Equality and Diversity

The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

The Trust are committed to fulfilling their Equality Duty obligations, including valuing equality and diversity and we expect all employees to share this commitment.

Health and Safety

The jobholder has a duty to take care of their own health and safety and that of others who may be affected by their actions at work.

The jobholder must co-operate with the Trust as their employer, and co-workers to help everyone meet their legal requirements and follow the Trust's health and safety policies and procedures at all times.