Haileybury Turnford

Ambition · Pride · Success

Job Description

Job Title:	Cover Supervisor with (PE Support – desirable)
Band and Point Range:	H5
Hours and Weeks:	37 hours per week for 39 weeks per year
Responsible to:	Staff Cover Manager
Job Purpose:	To supervise classes during the short-term absence of the assigned teacher. This may include the teaching of PE cover lessons.
Main Duties:	**Monitoring** • To maintain and utilise records on Class Charts relating to class attendance, student achievement/rewards and behaviour/sanctions. **Supporting Students** • Supervise the work that has been set by the teacher. • Manage the behaviour of the students in accordance with school policies to create a classroom climate appropriate for learning. • Respond to any questions from students about classroom routines and procedures. • Deal with any immediate problems or emergencies. • Collect completed work after the lesson and pass to the appropriate teacher. **Liaison** • Support external cover staff when time allows. • Liaise with colleagues and parents/carers as necessary regarding student issues. • To ensure that Child Protection matters are passed to the Lead or Deputy Designated Safeguarding Leads in accordance with statutory and school policy. **Responsibilities** • To support the Staff, Cover Manager in the delivery of cover lessons on a daily basis. • To contact parents/carers where appropriate to provide feedback regarding student behaviour and attainment. • Undertake administrative duties when not busy with cover. • Support the PE Faculty when no cover is required. **Innovation** • To continue to, with colleagues, develop and evaluate systems and strategies that enhance the learning of students during cover lessons.

	Strategic Development • In addition to the duties above, the post holder will take responsibility for an additional whole-school strategic responsibility that will support student outcomes or well-being. The focus of this additional responsibility will be at the discretion of the Line Manager and may be subject to change over time Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The job description will be reviewed and updated annually as part of the appraisal process.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.

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Person Specification

To be read in conjunction with the Job Description

Job Title:	Cover Supervisor with (PE Support – desirable)
Experience	• Previous experience of working in a school environment or working with young people. • Experience of delivering PE/Sports activities. Whilst the above are desirable, most importantly any applicant must be a good communicator and open to learning new skills.
Personal & Leadership Qualities	• Punctuality • Strong work ethic • Clear communication skills • Confidentiality • Ability to independently execute tasks • Able to take responsibility and own tasks to completion • Ability to prioritise • A positive approach and attitude to change • An ability to work effectively as part of a team, maintaining positive professional relationships with colleagues