

Lytchett Minster School

Job Details and Person Specification

Post: Cover Supervisor
Job ref: XS 10.7 Dorset Grade 6
Reports to: Cover Manager



Main job purpose

The primary purpose of the Cover Supervisor is to supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. The person appointed can therefore expect to be working with students aged 11 – 16 across the full range of ability and across all curriculum areas. This is a challenging, varied and rewarding role. Cover Supervisors will be expected to manage the behaviour of students ensuring a constructive work environment. Dealing with any immediate problems or emergencies will be in accordance with the school's policies and procedures.

Main job details

The postholder will work from 8.35am – 3.35pm each day. This will provide time at the start of the day to talk through the plan for the day and time to provide feedback at the end of lessons to relevant teaching staff.

The postholder will demonstrate that they have the potential to hold the attention of a class of pupils and support them in completing tasks set by a teacher. Training will be provided in classroom management skills and the new colleague will be fully inducted into relevant school policies and procedures.

It will be important for the Cover Supervisor to convey a genuine interest in students and their learning, to be patient and good-humoured and to be flexible. Applicants should be literate and numerate with 5 GCSEs (or equivalent) including English, Mathematics and Science at Grade C or above. Also required are sound interpersonal and supervisory skills to help establish supportive and positive relationships with students. Recent experience as a successful Teaching Assistant or similar position within a secondary school environment, together with a willingness to undertake further relevant training would be beneficial.

The post would particularly suit someone who is considering a career in secondary teaching. It will provide significant experience of classroom management and building a positive learning environment within a very supportive and successful school.

Whilst the post is primarily based on this supervisory classroom role, there will also be opportunities to contribute to the school in a variety of other ways such as: invigilation of examinations, assisting with school trips and administration to support subject areas. A willingness to be flexible in terms of the daily programme and enthusiasm for teamwork is therefore vital.

Person Specification

Essential

- 5 GCSEs (or equivalent) including English, Maths and Science at grade C or above
- Be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs
- An understanding of and ability to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs
- High level of literacy and numeracy
- Sound interpersonal and supervisory skills
- The ability to converse at ease with students and colleagues and provide advice in accurate spoken English
- The ability to work with young people and colleagues at all levels

Desirable

- Previous relevant experience within a secondary school environment would be an advantage
- Experience of using Arbor would be an advantage

Conditions of Service

Salary Grade:	Grade 6 (spinal column points 6 – 9)
Salary:	£17,113 - £17,946 per annum
Contractual hours:	30 hours per week – 8.35 to 3.35pm, Monday to Friday
Contract type:	Permanent
Contractual weeks:	Term time only (not including INSET days)
Annual Leave:	Leave entitlement including bank holiday payments included in salary – <u>no</u> entitlement to take leave during term time