



SALE HIGH SCHOOL
Temporary Post: For 1 year initially

Job Title:	Cover Supervisor
Salary:	Scale 4: Points 18-21 pro rata
Hours:	Term time only (8.30am-4.30pm) plus 2 additional days (to include INSET days)
Responsible to:	Office Manager Dotted Line responsibility to Deputy Head Teacher (quality of provision)

This post is currently temporary and will be reviewed periodically in accordance with staffing and timetable requirements

Duties/Responsibilities

- Supervision of tutor group and classes in the case of teacher absence
- To work under the guidance of teaching staff to support agreed work programmes with individuals or groups of students in or out of the classroom
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive working environment
- Communicate work set by the teacher to the pupils responding to any questions from them about process and procedures
- Prepare standard lesson resources that could be used if cover work is not available
- Communicate feedback from the cover lesson on a brief proforma and ensuring all completed work is returned to the teacher
- Referral of disciplinary and other student issues using the school's agreed referral procedures as appropriate
- To utilise any periods where cover is not required, to process cover requests and plan cover sheets under the guidance of the office manager
- Support the smooth and efficient running of the school and supervising of learning through assisting in some invigilation of examinations/undertaking one lunchtime duty per week/undertaking up to 2 detention duty on a term rota
- Provision of supervising and/or administrative assistance relating to extra-curricular activities including visits and school trips where appropriate
- Attend and participate in regular calendared meetings

Health and safety responsibilities

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided

- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Headteacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the school, national incentives and statutory legislation, after consultation with the post-holder

The post-holder will be expected to undertake development and training appropriate to the post

Prepared by: J Derbyshire
Date Prepared: June 2018



SALE HIGH SCHOOL

Cover Supervisor Person Specification

Education and Qualifications

Good basic educational background: a minimum of Level 2 equivalent in Literacy and Numeracy (GCSE)	Essential
Knowledge of safeguarding	Essential

Skills & Experience

Experience of working in a school and in a classroom setting to support educational outcomes	Essential
Experience of working under pressure and to tight deadlines	Essential
Significant experience of supervision of young people	Essential
Office/administration experience	Desirable
IT Literate (Email, Word, Excel)	Desirable

Interpersonal Skills

Proven ability to enthuse and engage with young people	Essential
Proven strong behaviour management skills	Essential
Ability to communicate ideas effectively	Essential
Excellent team player	Essential
Shares ideas and resources with colleagues	Essential
Good organiser and administrator	Essential

Adjustment and Flexibility

Reliable high level attender/timekeeper	Essential
Works effectively with team to develop action	Essential
Sensitive where appropriate but sets high expectations of behaviour and work	Essential
Flexible and resilient	Essential
Willingness to take on further duties/responsibilities	Essential
Willingness to offer extra-curricular activities	Essential
Willingness to participate in training	Essential

Prepared by: Julie Derbyshire
Date; June 2018