SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION

COVER SUPERVISOR

POSITION: COVER SUPERVISOR

SCALE: £12.25 per hour

HOURS & PAY Zero hour contract to cover sickness etc.

PURPOSE OF JOB:

* Work with staff as required to assist in the teaching and learning of students that will enable students to make outstanding progress at Sydney Russell.

MAIN ACTIVITIES

* Supervise work that has been set for the class in the absence of the teacher.
* Set challenging and demanding expectations and promote self-esteem and independence of students.
* Promote good pupil behaviour and encourage pupils to interact with their peers in a positive way.
* Respond to any questions from pupils about process and procedures and offer explanations of lesson content within their level of competence.
* Respond to any immediate problems or emergencies according to the school’s policies and procedures.
* Collect any completed work after the lesson and return to the appropriate teacher.
* Report back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
* Assist with the provision of exam special arrangements for identified students.
* Work closely with teaching staff to develop strategies when working with students
* Be responsible, in the school setting, for the health, safety and welfare of pupils.

OTHER SPECIFIC DUTIES

* Assist in the supervision of students as required, for example in exams, ontrips and at breaks.
* The post holder will be required to demonstrate a continuous positive commitment to the school’s policies including those relating to safeguarding children, health & safety, SEN and equal opportunities.
* Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.
* Have the necessary skills to manage safely classroom activities, the physical learning space and resources.
* Participate fully in the School’s Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
* Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and individual behavioural needs
* To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children.

SYDNEY RUSSELL SCHOOL

PERSON SPECIFICATION

COVER SUPERVISOR

SKILLS AND APTITUDE

* Ability to work as part of a team
* A calm and relaxed manner as well as a positive & optimistic outlook
* Previous experience of working with children in an educational environment preferred
* An understanding of how important a pleasant and positive working environment is to our young people
* A degree would be desirable
* Excellent communication skills (written and oral) and administrative skills
* Effective use of ICT and a range of stimulating material to support learning
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
* A willingness to undergo training and development
* Strong interpersonal skills and needs to be highly organised
* The ability to prioritise and to be able to use own initiative when appropriate
* Any other duties deemed suitable subject to a persons ability.

QUALITIES

* High levels of integrity trust and endeavour
* Self-confidence and a calm approach when dealing with challenging and difficult circumstances
* A sense of ambition and empathy for all learners
* A self-starter who can set and meet deadlines and prioritise
* A problem solver who always wants to achieve better levels of service
* Approachable, flexible and with sound judgement

All staff will be subject to an enhanced DBS and other recruitment checks.