

SYDNEY RUSSELL SCHOOL

JOB DESCRIPTION

COVER SUPERVISOR

POSITION: COVER SUPERVISOR

SCALE: APT&C Scale 5 (22-25)

HOURS & PAY 30 Hours per week, 39 weeks per year (actual salary £16,695)

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.

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PERSON SPECIFICATION

COVER SUPERVISOR

SKILLS AND APTITUDE

* Ability to work as part of a team
* 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
* 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
* Experience of implementing behaviour management strategies consistently and effectively
* General understanding of the national curriculum and other learning programmes and strategies (eg literacy and numeracy)
* Any other duties deemed suitable subject to a person’s 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

EDUCATION/QUALIFICATIONS

* GCSE at C or above in Maths & English, degree would be preferable
* Relevant professional training or development

PHILOPSOPHY AND COMMITMENT

* An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour and a commitment to relentlessly implementing these strategies
* A commitment to the responsibility to safeguard and promote the welfare of all students
* A commitment to contribute to the wider life of the school

PERSONAL QUALITIES

* Willingness to participate actively in the wider school community
* Ability to form effective relationships with colleagues
* High expectations
* Excellent interpersonal and communication skills
* An ability to work collaboratively and lead and develop teamwork
* Work with drive, energy, enthusiasm, resilience and a well-developed sense of proportion and humour

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