

# ALDERMAN PEEL HIGH SCHOOL

## Job Role & Person Specification



|                              |  |
|------------------------------|--|
| <b>Job Title:</b>            | Cover Supervisor                                   |
| <b>Responsible to:</b>       | Cover Manager/ Vice Principal                      |
| <b>Grade:</b>                | Scale E  |
| <b>Terms and Conditions:</b> | Flexible hours and days depending on staff absence |

### GENERAL RESPONSIBILITIES:

To supervise whole classes to cover short term absence of teachers and to allow teachers to carry out professional duties and training. Cover supervisors will give instructions for the lesson, as provided by the teacher, and keep students on task while maintaining good order.

Cover supervisors can respond to general questions and provide general feedback to the teacher. The cover supervision role will normally include other activities, i.e., Activities Week.

### SPECIFIC RESPONSIBILITIES:

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### **Support for students**

- Supervise students while they are engaged in learning activities and deal with immediate problems and emergencies.
- Manage students' behaviour within the ethos and behavioural policies of the school.
- Set high expectations of conduct whilst acting as a role model.
- Respond to student queries on procedures while keeping students on task.
- Promote the inclusion and acceptance of all students within the classroom within the school's policies and procedures of equal opportunities.
- Undertake the role of Mentor to a group of students in accordance with the school mentoring system.

### **Support for teachers**

- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of students.
- Collect and pass on any completed work.
- Maintain and pass on any appropriate records as agreed beforehand with the teacher.
- Provide support and assistance to teaching staff in large examinations or test groups.

### **Support for the curriculum**

- Support the use of ICT within the lesson as appropriate.
- Understand and ensure appropriate organisation/use of the classroom, equipment and resources.

### **Support for the school**

- Accompany groups of students on school trips ensuring their health and safety (to be at discretion of lead teacher).
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Head of School/Senior Teacher.

### **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

### **Continuing Professional Development**

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- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but in consultation with you, may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

### Person Specification

|                       | Essential | Desirable   |
|-----------------------|-----------|---|
| <b>Qualifications</b> |           | <p>Good Literacy and Numeracy skills and to NVQ 2 level is highly desirable;</p> <p>Good general level of education and to NVQ 3 level is highly desirable.</p> |

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|-------------------------|--|---|
| <b>Experience</b>       | Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment.   |   |
| <b>Skills/Knowledge</b> | <p>Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment;</p> <p>Ability to encourage pupils to learn using pre-set materials;</p> <p>Ability to undertake varied duties;</p> <p>Ability to work under direction of different people and as part of a team;</p> <p>Good communication skills with people at all levels;</p> <p>Ability to gain respect of students through manner of confidence and authority;</p> <p>Able to organise own workload in the context of varied tasks;</p> <p>Able to work calmly under pressure;</p> <p>Ability to critically evaluate own performance and make any necessary changes to be more effective.</p> | Working knowledge and skills of ICT to support learning (highly desirable). |
| <b>Other</b>            | The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.  |   |