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**JOB DESCRIPTION**

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| **School** | **Springwood High School (part of West Norfolk Academies Trust)** |
| **Job Title** | **Cover Supervisor** |
| **Grade:** | **Scale E, point 7 – 11, £10.41 - £11.27/hour (£20,092 - £21,748/year FTE based on a 37 hour week) Please note that salary will be pro-rata** |
| **Hours/weeks:** | **31 hrs/week, 39 weeks/year (term time + 1 week)** |
| **Responsible to:** | **Cover Manager** |
| **Working With:** | **Cover Manager****Cover Supervisor Team****Subject Teachers****Exams Officer** |

**Purpose of the Job**

Provide high quality supervision of classes across the curriculum in the absence of the teacher, ensuring that pupils are engaged in pre-set work providing assistance as appropriate, managing pupil behaviour and ensuring a safe environment.

**Responsibilities**

* To cover lessons for teachers who are absent or otherwise occupied (e.g. undertaking training). To work under the direction of a teacher to implement set work (which will always be provided), manage classes, monitor lesson progress, and assist pupils as appropriate.
* To supervise pupils sitting examinations, ensuring that the examinations comply with Examination Boards’ regulations.
* To assist teachers in supervising school visits and ensuring the health and safety of pupils on such visits.
* To provide technical and administrative support for the academic, pastoral and administrative systems of the school. To cover or support House Managers.
* To undertake other duties as reasonably required by the Headteacher.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the schools, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English | **🗸** |  | Appl/Int |
| Level 2 Maths | **🗸** |  |
| Level 2 IT Qualification |  | **🗸** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working with young people  |  | **🗸** | Appl/Int/Ref |
| Experience of working in a team | **🗸** |  |
| Effective at communicating with customers/clients/young people | **🗸** |  |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Skills and knowledge to deal with student safety and behaviour | **🗸** |  | Appl/Int/Ref |
| Setting high standards to staff and students by personal example | **🗸** |  |
| Ability to work effectively under pressure | **🗸** |  |
| Ability to prioritise and meet deadlines | **🗸** |  |
| Commitment to continued personal development | **🗸** |  |
| Ability to assimilate information quickly and prepare succinct summaries |  | **🗸** |
| Ability to focus on standards and the belief that all students can succeed given the right opportunity and support | **🗸** |  |
| Demonstrate a commitment to equal opportunities | **🗸** |  |
| A willingness to relate to the local community  | **🗸** |  |
| Good presentational skills and the ability to communicate effectively to a range of audiences both verbally and in writing |  | **🗸** |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Positive attitude to work | **🗸** |  | Appl/Int/Ref |
| Ambition for self and others | **🗸** |  |
| Genuine concern for others and student-focused | **🗸** |  |
| Decisive, determined and self-confident | **🗸** |  |
| Integrity, trustworthy, honest and open | **🗸** |  |
| Accessible and approachable | **🗸** |  |
| Excellent interpersonal skills and teamwork | **🗸** |  |

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| Appl = Application form | Int = Interview | Ref = Reference |