



The White Hills Park Trust

A Culture of Excellence

Job Description:	Temporary Cover Supervisor
Location:	Bramcote School
Salary Range:	JE Grade 3, Pts 5 to 7
Value:	£19,650 to £20,444 (FTE)
Actual Salary:	£16,752 to £17,429
Contracted hours:	37 hours per week, TTO

GENERAL INFORMATION

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

PURPOSE OF THE POST

To provide cover supervision for absent teaching staff in a safe and secure learning environment, and to provide supervision for a small group of students working independently in our Study Support Room. To undertake other non-teaching duties as directed during non-cover lessons.

KEY AREAS:

- Supervising students in class in the absence of a teacher and in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Managing student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place, or liaising with the teacher about the work completed
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of the students in accordance with school policy
- Recording and reporting on attendance at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the Examinations Officer
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising

- Be aware of and comply with school policy and procedures
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility
- Attending and participating in regular meetings
- Participating in training and other learning activities as required
- Dealing with any immediate safeguarding issues according to the school's policies and procedures
- When there is no cover, time will be spent supporting pupils in lessons, either with individual pupils or small groups in or out of the classroom, or supporting departments with displays and administration

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, and Welfare.

Continuing Professional Development

- Reflection on own practice and private study and undertake any professional development necessary as identified in SIP.
- Maintain a professional portfolio of evidence to support performance management process.
- Participation in the Trust's staff appraisal programme
- Participation in appropriate in-service education programmes

Relationships

To be responsible to:

- The Head Teacher, with Line Management through the Assistant Headteacher : Curriculum.

To co-operate with:

- The Governing Body, making such reports as required
- All colleagues, both teaching and support staff
- LA, advisers and the school SIP Inspection teams
- Unions and other organisations representing teachers and other persons on the staff
- Feeder and receiving schools to ensure continuity and progression in the education of each pupil
- Persons and bodies outside the school to ensure that the school works in harmony with the community

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases. To provide flexibility and to meet the priorities of the Trust during times of peak work flow you will be asked to support other members of the Trust team undertaking duties that may be below your current grading.

The job description does not form part of the contract of employment.