

COWES ENTERPRISE COLLEGE

Cover Supervisor

As an employee of Cowes Enterprise College (the Academy), your job description is made up of two parts (all staff) or three parts (teachers):

1. This general section
2. Any nationally agreed requirements (such as School Teachers' Pay and Conditions)
3. A specific description of aspects of the post you were appointed to, where this is relevant. (These are being updated as time allows).

Core responsibilities

1. All staff at the Academy are employed to support and promote our key aim:
To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.
2. All staff are required to support, model and, where appropriate, teach or promote, the Academy's values of:
 - Honesty
 - Empowerment
 - Awareness
 - Responsibility
 - Trust
3. All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:
 - Ensure that they are aware of the Academy policy and procedures for child protection and safeguarding.
 - To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
 - To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
 - To report all causes for concern to the Designated Safeguarding Lead
 - To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
 - To carry out or contribute to risk assessments as required.
4. All staff are required to adhere to the spirit and letter of the Academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.
5. All staff are required to maintain an up-to-date knowledge and understanding of all Health and Safety policies and/or legislation relevant to their role, and to notify their line manager in writing if they require additional training or support.
6. All staff are required to undertake any reasonable duties or roles at the request of the Principal.

JOB DESCRIPTION

Post Holder:

Post: Cover Supervisor.

Salary: S3 – Points 14 -17 (£16,781 to £17,772) Pro Rata.

Working hours are 35 per week, term time plus development days only.

Joint National Conditions of service for local government are applicable to the post.

Responsible to: Exams / Cover Manager.

The postholder will provide specific support to individuals or groups of young people in facilitating their learning and personal progress as directed by the Exams / Cover Manager. The postholder will provide cover in lessons and with individuals, monitoring and maintaining appropriate pupil behaviour and ensuring the work set is undertaken. Where required the postholder will provide any feedback information and/or assessment information required to the Exams / Cover Manager or the teacher.

The postholder will have appropriate experience of working with young people of the 11-19 age range and must demonstrate effective experience in the support of young people's learning.

The postholder should hold at least foundation level qualifications in literacy and numeracy.

Personal Competencies

Be able to inculcate positive relationships with a range of young people and staff and in a range of differing circumstances. Provide effective cover to individual pupils and pupil groups.

Have the ability to work in a partnership with the pupil(s) maintaining good behaviour and enabling them to learn and progress.

Be fully aware and conversant with the needs of pupil safeguarding and the child protection responsibilities of the College.

Personal Attributes and Vision

The postholder must be able to work effectively, being credible to colleagues through the quality of their personal performance. Appropriate level of wellbeing to carry out the role is essential.

KEY RESULT AREAS AND ACCOUNTABILITIES

College Role

To provide day to day cover support to individual pupils and/or groups of pupils in their lessons, as directed by the Exams / Cover Manager. Maintain good behaviour and deliver pupil tasks, as set. Where required provide feedback on the pupils' learning and/or progress to the Exams / Cover Manager or teacher.

For up to 90% of the time having direct contact with pupils in the cover support of their learning and progress in lessons.

For approximately 10% of time providing feedback on pupils' learning and progress in the activity covered to the Exams / Cover Manager or the teacher as required. Attending meetings and training as directed.

Service Provision Delivery

Cover Supervisors will be deployed by the Exams / Cover Manager on a daily basis. This deployment will provide:

1. Effective cover to lessons and/or individual pupils or pupil groups, as directed. The delivery of set tasks and the maintenance of good pupil behaviour. Provision, where required of feedback on the cover activity to support future planning and/or the assessment of pupils' progress.
2. Attend all meetings and training, as directed.
3. Undertake such other assignments as may be required by the Principal.

The post is subject to performance management and an annual continuing professional development interview and review.

The post is subject to a full DBS check.

COWES ENTERPRISE COLLEGE

PERSON SPECIFICATION

JOB TITLE: Cover Supervisor

RESPONSIBLE TO: Exams / Cover Manager

Scale 3: NJC Points 14 - 17

DATE: March 2017

E = ESSENTIAL	D = DESIRABLE
	1. EXPERIENCE, direct work experience, other relevant experience.
E	Experience of successfully working with and meeting the learning needs of pupils in the 11 -19 age range.
E	Experience of maintaining good pupil behaviour and on task activity.
	2. KNOWLEDGE, without which the job cannot be done effectively.
E	Basic knowledge of the 11 – 19 curriculum.
D	Experience and ability to support pupils in a range of subject disciplines and courses.
E	Ability to plan and co-ordinate, with teachers, delivering set work to cover groups.
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.
E	Ability to inculcate positive relationships with young people in a range of differing circumstances.
E	Demonstrate the ability to work in partnership with young people, enabling them to develop positive attitudes to their learning and contribution to the community.
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.
E	A minimum of foundation level qualification in English and mathematics.
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.
E	Ability to be self motivating and systematic and logical in approach.
E	Ability to collaborate and co-operate with colleagues.
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.
	None.
	CONTRA INDICATIONS, if any
E	Limited or no experience of working with pupils of the 11 – 19 age range.