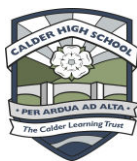


# Calder High School



## ***The Calder Learning Trust*** ***"Everybody, Everyday"***

***The Calder Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants***

### **Job Profile**

**Post Title: Cover Supervisor**

**Department: Calder High School – The Calder Learning Trust**

**Hours: 37 hours per week, term time only plus 5 days**

**Grade: Scale 5**

#### **Prime Objectives of the Post:**

To work under the guidance of the Curriculum Manager and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

#### **Responsible to:**

Curriculum Manager, DHT Curriculum and Data

#### **Responsible for:**

Classes of students

#### **Main Duties and Responsibilities**

- Delivering lessons left by absent colleagues and securing the learning and progress of pupils and students in those classes
- Supervising the pupils and students with work in accordance with the school policy and expectations
- Assisting in preparing the learning environment and the materials used therein
- Managing student behaviour in accordance with school procedures to ensure a constructive working environment
- Responding to pupil and student queries about the work that has been set and provide feedback during the lesson
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of pupils and students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Take responsibility for a tutor group and deliver form time sessions accordingly

- Assisting in exam invigilation under the supervision of the Examinations Manager
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils and students during the class and any other issue arising
- Mentoring groups of students and individuals under the direction of SLT
- Dealing with any immediate problems or emergencies in accordance with the schools' policies and procedures
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/pupils/students/teacher/school work and to keep confidences as appropriate

**Knowledge:**

- Higher Level Teaching Assistant/NVQ Level 3 or equivalent experience
- SIMS – School Information Management System – Attendance Module
- Excellent IT knowledge with a good working knowledge of Microsoft Office
- Policies in relation to Health and Safety, Equality, SEND and child protection.
- Safeguarding

**Skills:**

- Able to work on own initiative and support the work of colleagues
- Able to manage students across The Calder Learning Trust in a variety of curriculum subjects
- Understanding of and ability to use a range of behaviour management strategies to maintain high standards of classroom behaviour and meet individual behavioural needs.
- Supportive and compassionate
- Excellent planning, time-management and organisational skills

**Initiative:**

- Ability to intervene in lessons to support good learning and progress
- Ability to prioritise and organise own workload
- Capacity to work independently
- Empathy with young people

**Demands:**

- Follow lesson plans to ensure pupils and students experience a continuity of provision when teachers are absent
- Confidentiality and discretion in handling sensitive information
- Flexibility around working times including evening meetings and school events eg Open Evenings

**People Responsibilities:**

Liaising with:

- Headteacher
- Senior Leadership Team
- Heads of Faculty
- Year Achievement Leaders
- Teaching and Associate Staff
- Parents/Carers
- Pupils and Students

**Resources:**

- Pupil and Student data including SEND
- Teaching resources

**Conditions:**

- Ability to stay calm, especially in the management of young people to maintain good climate for learning in lessons covered
- School environment dealing with staff, parents and young people
- Safe Procedures for computer working
- Working within the expectations of school policies and the Code of Conduct

*This job profile is not a restrictive outline, but indicates a range of duties. The post holder will be expected to be flexible in the range of tasks undertaken as appropriate to the post.*

## Calder High School

### Person Specification

#### Cover Supervisor

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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>KNOWLEDGE &amp; SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)</b>	Good general education. Numeracy and literacy skills equivalent to GCSE grade C in English and Mathematics, or adult skills qualification in literacy and numeracy at level 2 HLTA Qualification or equivalent ICT competent	Knowledge of SIMS	Application Interview
<b>PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING</b>	Able to engage with young people in a positive way  Possess good interpersonal and communication skills so as to relate effectively to and earn the confidence of staff, students and parents  Able to understand the full range of school policies, including learning and teaching, equalities, special needs and behaviour management  Able to manage safely the classroom activities, physical learning space and resources, with due regard to school Health and Safety policy  Able to use a range of strategies to deal with		Application Interview References

	<p>classroom behaviour as a whole, as well as individual behavioural needs.</p> <p>Be sensitive to student needs and concerns so as to identify welfare problems/student issues and report them as necessary.</p> <p>Uphold and support the School's Policies and procedures on the Safeguarding of young people</p>		
<b>EXPERIENCE</b>	Of working in a school environment		Application Form
<b>INITIATIVE</b>	<p>Work constructively as part of a team</p> <p>Ability to meet deadlines &amp; manage time effectively</p> <p>Ability to prioritise, use own initiative and be highly organised</p> <p>Ability to work under pressure and react quickly to changing circumstances</p> <p>Ability to relate well to children and adults.</p> <p>Ability to be flexible</p>		<i>Application Form</i> <i>Interview</i> <i>References</i>
<b>CIRCUMSTANCES</b>	Able to physically carry out all the duties of the post.		<i>Application Form</i> <i>Interview</i> <i>References</i>

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