


Job Description		
Title COVER SUPERVISOR Term time Only	School: Newark Orchard School	Post Ref Support Staff NJE Grade 3 TTO
Job Purpose To provide cover supervision for absent teaching staff in a safe and secure learning environment. To undertake other non teaching duties as directed during non cover lessons.		
Key Responsibilities <ol style="list-style-type: none">1. Supervising students on work left in accordance with the school policy2. Preparing the learning environment and the materials used therein3. Managing student behaviour to ensure a constructive working environment4. Responding to students about the work that has been set5. Collecting any work completed after the lesson and returning it to an agreed person/place6. Leaving the room in good order at the end of the lesson7. Supervising entry and departure of the students in accordance with school policy8. Recording and reporting on attendance at lessons in accordance with school policy9. Exam invigilation under the supervision of the Examinations Officer10. Participate in training, learning activities and professional development. Reflect and improve practice through training and development opportunities11. Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising12. At times when not doing the above, doing general administration tasks and display work for specific departments as required General Responsibilities <ol style="list-style-type: none">13. Be aware of and comply with school policy and procedures14. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop15. Contribute to the overall ethos/work/aims of the school16. Ensure the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility17. Attend and participate in regular meetings18. Participate in training and other learning activities as required19. Be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate20. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of		



**NEWARK
ORCHARD
SCHOOL**
Together we thrive

Grade 3 Cover Supervisor

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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 terms, following consultation with the Recognised Trade Unions

21. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
22. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
23. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school

Person Specification	
<p>Education and Knowledge</p> <ol style="list-style-type: none"> 1. GCSE Level 9-4 (Grade A-C) or equivalent in English and Maths. 2. NVQ Level 2 in Teaching and Learning or equivalent education focused qualification. 3. Knowledge of child protection policy and procedures 4. Knowledge of child development, National Curriculum teaching skills and SEN Code of Practice 5. Knowledge of both moving and handling and behaviour management practices 6. First Aid training is desirable 	<p>Personal skills and general competencies</p> <ol style="list-style-type: none"> 1. Highly motivated, self-reliant and well organised 2. Cooperative and positive 3. High standards of professionalism, confidentiality and personal presentation with an excellent record of attendance and punctuality. 4. Adaptable, open to change and willing to take on challenges with enthusiasm 5. Willingness to undertake additional duties as and when required to ensure the smooth running of the school 6. Excellent interpersonal skills to ensure professional and supportive relationships and teamwork are developed 7. Ability to work hard under pressure while maintaining a positive and professional attitude 8. Ability to manage and direct own workload to meet deadlines and maintain a good work/life balance 9. Good creative positive approach to challenges and problem solving 10. Excellent communication skills 11. Ability to liaise appropriately and effectively with teachers in order to support pupil progress 12. Full commitment to community cohesion and inclusion 13. Understanding of different social backgrounds of pupils
<p>Experience</p> <ol style="list-style-type: none"> 1. Wide range of mentoring skills 2. High quality communication with pupils of all abilities 3. Suitable experience in working with and supporting the needs of young people 4. Experience of working in a school environment 5. Use of ICT including Microsoft office suit and 365 	