



ROLE SPECIFICATION – COVER SUPERVISOR – DOWNLANDS SCHOOL

Job Title:	Cover Supervisor (JDQ Sch 521)
Hours:	29 hours per week (8.35 – 3.10pm Mon Thurs, 8.45 – 3.10pm on Fri) Term Time only Starting date: 4 th January 2021
Grade	Grade 5. £20,092 per annum - Actual pro rata salary for hours and weeks worked is £13,082 rising to £13,343 by incremental progression
Reporting to:	Assistant Headteacher
Location:	Downlands Community School

MAIN PURPOSE OF THE ROLE:

- To supervise classes when a teacher is absent
- When not supervising, assist by supporting individual pupils in lessons, invigilate examinations, accompany staff on school trips and carry out administrative, clerical and other tasks as needed

ACCOUNTABILITIES AND TASKS

Accountability	Task
Supervision of classes:	<ul style="list-style-type: none"> • To arrive punctually to lessons and supervise the orderly conduct of pupils entering and leaving the classroom. During change of lessons to supervise the corridor outside of the classroom area. • To register the class and communicate the work set by the class teacher to pupils. Where possible, the cover supervisor should have familiarised themselves with the teacher's instructions before the

	<p>lesson</p> <ul style="list-style-type: none"> • Supervise the work that has been set helping and directing pupils where appropriate • To oversee the using of books and equipment necessary for the lesson and to ensure pupils' work is secure and cannot be lost or tampered with. • Motivate pupils to remain on task • To maintain good order in the classroom and to ensure that pupils abide by the school code of conduct in respect of behaviour, work, equipment, homework and school dress. • To deal with classroom management issues in line with the School behaviour guidelines policy. • To expect the highest possible standards from all pupils. • To ensure that all accidents are reported in the accident book. • Clarify instructions for pupils and ensure homework is recorded by pupils. • To check for any damage, vandalism or graffiti on furniture. Ensure the culprit is appropriately dealt with and duly reported to pastoral staff and/or Maintenance Officer as appropriate • To ensure the room is left tidy and the furniture layout as found on arrival. Always ensure chairs are pushed under tables and no litter is on the floor. Do not dismiss a class until this has been checked and is satisfactory. • At the end of the day to ensure all chairs are up off the floor. • At the end of lessons when leaving the classroom to ensure that all lights and electric appliances are off and that windows are closed.
<p>Other Duties:</p>	<ul style="list-style-type: none"> • Supervise children as required • Support children in lessons as required when not supervising whole classes • Accompany and actively supervise pupils on school trips • Assist in the administration of school events and trips including handling money • Other administrative, clerical and tasks as directed. This may include filing, shredding, collating, putting up displays, emptying the dishwasher or similar tasks.

This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder annually in Performance Review as necessary.

PERSON SPECIFICATION – Cover Supervisor

Knowledge and Experience	Skills and Abilities	Personal Qualities
<ul style="list-style-type: none"> • A level of education that enables support to be given to pupils aged 11 to 16 including those preparing for GCSE • Sound literacy and numeracy • Some previous experience of working with young people is desirable • Some understanding of how pupils learn or teaching experience is desirable • A commitment to the safety and welfare of young people and a knowledge and understanding of the responsibilities that adults working with them have 	<ul style="list-style-type: none"> • Good communication skills • Good inter personal skills that enable good relationships with young people and adults • Sensitivity to pupil’s needs • An ability to deal with pupils so that they feel they have been dealt with consistency and fairness • An ability to convey authority and earn pupils respect and to treat them with respect • The ability to work as member of a team • The ability to show initiative whilst knowing when to take advice • Good judgement over matters of confidentiality and integrity in dealing with sensitive information about pupils • Some IT skills with the ability to positively respond to training in the use of school IT packages 	<ul style="list-style-type: none"> • Enjoyment of the company of young people • Patience • Self confidence • Flexibility and a willingness to “help out where needed” when not supervising lessons • Resilience • A non-judgemental disposition • Interest in developing one’s own skills and abilities • A manner and demeanour that is a role model for young people • Smart appearance in accordance with the school dress code

Further Information

Downlands Community School is an 11-16, mixed, comprehensive school with an enviable reputation for success with pupils of all abilities and from all social backgrounds. The School was judged as “outstanding” in areas by OFSTED in 2017. The National Curriculum is followed in Years 7, 8 and 9 and a full range of GCSEs and some vocational courses are offered in Years 10 and 11. Full details about the School can be found on our website <http://www.downlands.wsussex.sch.uk> where there is information for applicants under “Information – Vacancies”

The role of cover supervisor is to supervise classes when a teacher is unavailable. The work for the class is set by a teacher. The Cover Supervisor communicates the work to the pupils and supervises or directs the work being done. The supervisor encourages the pupils to complete the work to a high standard and ensures that good behaviour is maintained so that all pupils can progress.

Cover supervisors are members of the support staff. They do not “teach” lessons but are expected to help the pupils whenever they can. Classes are covered in all subjects, for all age groups and for all abilities. Sometimes, a supervisor finds that the topic in the subject is one where they can give children considerable help, whilst in other lessons they are only able to encourage and maintain a good learning atmosphere. For this reason, the enjoyment of young people’s company, patience and the ability to communicate, encourage and manage behaviour are more important than any subject knowledge.

The school has a team of three cover supervisors who enjoy the full support of the teaching staff. Training will be given to the successful applicant, including aspects of classroom and behaviour management and in the school IT package used by classroom staff.

The School operates a five lesson per day timetable over two weeks. On some days, a cover supervisor will find themselves covering for all five lessons. On other days, far less supervision is needed. On these days, other tasks will be allocated. These can be many and varied, from supporting individual pupils in a teacher’s lesson, supervising activities, accompanying school trips, invigilating exams or helping in the library, putting up displays, collating worksheets, filing, shredding documents or emptying the staffroom dish washer. Flexibility and a willingness to “help out where needed” are therefore important.

In the past, successful cover supervisors have had a background in the public services or have been recruited from other types of school support staff. Individuals interested in gaining experience before applying for teacher training have also enjoyed success. Applications from qualified teachers are also welcome. However, anyone with confidence, authority, resilience and the ability to relate to, and act as a role model for, young people will find the job hugely rewarding.

A copy of the staff dress code can be found on the School website in the “Information - Vacancies” section.

Applications

If you would like to make a difference, we welcome your application. Applications should be made on a West Sussex application form for support staff which can be downloaded from the School website. Applications can be emailed to: mhill@downlands.org

Applicants who are short listed for interview should be aware that references will be taken up before interview unless it has been indicated on the application that you **do not** want us to contact your referees without letting you know first.

Please note that, because of the nature of this job, if you are successful in your application, you will be subject to a criminal record check from the Disclosure and Barring Service. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent. The job will be offered subject to satisfactory references, criminal record and health checks

Start date: **4th January 2021**

The **closing date for applications** is midday **Friday 27th November** though we reserve the right to bring forward the date. Interviews are expected to be held soon after. Applicants who have not heard from us by Monday 30th November should assume they have not been successful on this occasion.

All communication will be by email or telephone.

All questions about the post and the application, selection and appointment process should be directed to our HR Officer, Mark Hill.
Email: mhill@downlands.org or telephone 01273 845 892 Ext 269 or direct line 01273 84 77 34

Thank you for your interest in the post.