



**Upper Shirley High School**  
**Belle Moor Road**  
**Southampton SO15 7QU**  
**Co-ed Comprehensive (11-16)**  
**Tel: 023 8032 5333**

Role: Cover Supervisor

Hours: 32.5 hours per week (Term time only)

Grade: 6

Actual Salary: £15,099 - £17,372 (FTE £20,088 - £23,111) – Salary dependent upon experience

Contract: 12 month fixed term

Start date: As soon as possible

We are seeking to appoint a Cover Supervisor to provide class cover in the absence of the teacher. You will be required to deliver planned lessons to support the continued progress of our students - this is an ideal role for anyone considering a future career in teaching.

This position is to cover the absence of a member of staff. Whilst we are advertising this as a 12 month fixed term vacancy, the contract may end earlier if the member of staff returns sooner than anticipated.

We are looking for an enthusiastic, resourceful and creative individual with a passion for supporting young people. You will be expected to deliver cover work in a range of subjects and respond to the needs of both pre-planned and emergency cover.

In quieter times, you may also be expected to support the school in providing technician support in practical lessons, exam invigilation and general administrative support.

The successful candidate will:

- have proven, recent and relevant experience in an educational setting (secondary phase)
- have good communication skills and an ability to clarify and explain instructions clearly
- be able to demonstrate good organisational and behaviour management skills in a classroom setting
- be able to encourage, motivate and inspire young people to achieve their full potential
- be able to demonstrate qualities of patience, firmness and sensitivity in establishing good relationships with students and staff
- have a good general education and a high level of literacy and numeracy skills (minimum GCSE level C or equivalent in Maths and English)

The successful applicant will be welcomed and supported in our friendly environment. People say there's a buzz at USH which we believe is created by our passion for learning.

Full details and application forms can be downloaded from our website:

[http://uppershirleyhigh.org/staff\\_vacancies](http://uppershirleyhigh.org/staff_vacancies) . Please return your completed applications to [applications@ushschool.org](mailto:applications@ushschool.org) .

We positively encourage prospective candidates to visit our school prior to applying; please contact our HR Officer, Georgina Figgins, ([Georgina.Figgins@ushschool.org](mailto:Georgina.Figgins@ushschool.org)) to arrange this.

**Closing Date: Tuesday 23<sup>rd</sup> April 2019**

**Interview Date: Tuesday 30<sup>th</sup> April 2019**

## **THE JEFFERYS EDUCATION PARTNERSHIP**

The Jefferys Education Partnership is part of an umbrella Trust called the Hamwic Trust. At the Hamwic Trust, we offer unique opportunities for those individuals who excel in education.

We aim to deliver an outstanding education to our pupils and to do so, we must employ **outstanding** people.

We offer a training pathway for all employees, including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

**All schools within the Hamwic Trust are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.**

**We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks, along with other relevant employment checks.**

## **JOB DESCRIPTION**

**Job Description:**            **Cover Supervisor**

**Grade:**                        **6**

**Responsible to:**            **Lead Cover Supervisor**

### **Job Purpose:**

- To provide supervision of classes to cover the short term absence of teachers, including registration cover and break & lunchtime duties.
- To take responsibility for the learning, behaviour and progress of classes during the absence of the designated teacher.
- To create conditions for effective student learning, through positive classroom management, delivery, relationships with students and organisation, and through care for students including responsibility for their behaviour and safety.
- Ensuring that students can learn from activities planned by teachers for lessons.

### **Key Roles:**

- ✓ To liaise with the Lead Cover Supervisor on a daily basis to be informed of the classes to be supervised and collect the work set for students.
- ✓ Assisting the inclusion of all students to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school's Behaviour Policy and strategies.
- ✓ Attending staff meetings and ZPD sessions, and undergoing ongoing training, assessment and the monitoring of performance.
- ✓ To establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.
- ✓ When not required to cover classes, providing technician support to practical lessons (Design & Technology and Catering)

### **Tasks:**

- To supervise classes and groups of students carrying out work set during the absence of the teacher responsible for the class.
- To carry out appropriate clerical and administrative tasks to support the work of the departments in school.
- To invigilate tests, assessment and exams, ensuring compliance with exam board regulations.
- To register and record student attendance in lessons.
- To collect materials for the work set and take to the relevant classroom.
- To welcome the class, present the work set (with support from teaching staff where necessary) and answer any questions from students about process or procedures.
- To supervise the students while carrying out the work set to ensure that they are on task and that behaviour is good.
- To refer problems with understanding of the work to the Lead Cover Supervisor or Subject Lead.
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To refer persistent problems of students' failure to work or misbehaviour to the Lead Cover Supervisor or Subject Lead.
- To collect work completed and other materials at the end of the lesson and return to the designated member of staff.
- To provide objective and accurate feedback to the designated member of staff on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- When not required to cover classes, to be available to be deployed in the school to support teaching and learning in a wider role. This may, for example, involve working with individual students or small groups of students.

- When not required to cover classes, to be available to carry out appropriate clerical or practical support to subject teams by arrangement. Tasks may include:
  - Providing technician support to practical lessons (Design & Technology and Catering)
  - Filing
  - Reprographics
  - Putting up display materials in classrooms and on the corridors
  - Stocktaking
  - Booking facilities
  - Receipt and collection of monies
  - Input of data onto the ICT system
  - Support for extracurricular clubs/activities.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To carry out lunch or break duties as may be directed by the Headteacher.
- Any other appropriate tasks within the capabilities of the person appointed as may be required from time to time or as may be directed by the Headteacher.

#### **Supporting the school:**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

- Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
- Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

#### **Other Duties:**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The postholder must:

- Ensure that trust policies and procedures are implemented and followed;
- Work as appropriate with the Trust Central Services team in matters relating to finance, HR, IT and Health and Safety

**POST:COVER SUPERVISOR**

**GRADE 6**

<p><b>SKILLS/ ABILITY/ EXPERIENCE</b></p>	<p><b>TO DO WHAT?</b></p>	<p><b>HOW WELL? NOW OR WITH TRAINING?</b></p>	<p><b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b></p>
<p><b><u>KNOWLEDGE</u></b></p> <p>Good level of general education, including English and Maths to GCSE Grade C or equivalent</p> <p>Evidence of further education, at NVQ3 or equivalent level</p> <p>A broad understanding of the school curriculum</p>	<p>To demonstrate a good level of numeracy and literacy</p> <p>To provide evidence of further academic understanding and to provide a theoretical context for the role</p> <p>To cover teacher absence and supervise the work set for individuals or groups of pupils;</p> <p>To explain the work set and answer any general enquiries arising from this.</p> <p>To be able to engage effectively with students and to maintain acceptable levels of behaviour</p>	<p>Now</p> <p>Desirable</p> <p>With training</p>	<p>5</p> <p>4</p> <p>4</p>

**POST:COVER SUPERVISOR**

**GRADE 6**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
Previous experience of working with/ guiding the learning of young people  Administrative experience within a school or office, including use of common IT packages (Word, Excel)	To keep records and carry out administrative duties	Now  With training in school systems and procedures	5  3
<u><b>MENTAL SKILLS</b></u>			

POST:COVER SUPERVISOR

GRADE 6

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
Ability to use own judgement to resolve situations	To respond appropriately to difficult or unanticipated problems/situations that may arise in the classroom or during examinations	Ability essential now – training given in specific school procedures	5
<p><b><u>INTERPERSONAL &amp; COMMUNICATION SKILLS</u></b></p> <p>Ability to engage with children and to effectively control a classroom</p> <p>Ability to communicate information and ideas effectively to a range of audiences, through good written and oral communication skills</p>	<p>To take sole charge of a classroom and ensure that pupils remain focussed and that behaviour standards are maintained</p> <p>To work effectively with colleagues, pupils and “partners” of the school (Parents, PSA, Governors, Visitors)</p>	<p>Now</p> <p>With support</p>	<p>5</p> <p>4</p>

POST:COVER SUPERVISOR

GRADE 6

SKILLS/ ABILITY/ EXPERIENCE	TO DO WHAT?	HOW WELL? NOW OR WITH TRAINING?	HOW IMPORTANT AT THE TIME OF APPOINTMENT?
<b><u>PHYSICAL SKILLS</u></b>			
Keyboard skills	To use Office packages and assist students with IT	Some ability now	4
<b><u>INITIATIVE &amp; INDEPENDENCE</u></b>			
Ability to use initiative and work independently	To work alone in a classroom and to be able to respond appropriately, sensibly and calmly to any difficult/unusual situations, including verbal abuse from students	Now	5
<b><u>PHYSICAL DEMANDS</u></b>			
N/A			



POST:COVER SUPERVISOR

GRADE 6

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<b><u>MENTAL DEMANDS</u></b>  Ability to concentrate for medium periods of time	To supervise classes and ensure pupils are 'on task' with work set	Now	4
<b><u>EMOTIONAL DEMANDS</u></b>  Some occasional			
<b><u>RESPONSIBILITY FOR PEOPLE</u></b>  Understanding of key safeguarding issues and procedures	To ensure correct reporting and monitoring of any safeguarding issues arising across the school;	Awareness of the sensitivity of these issues now.	5

**POST:COVER SUPERVISOR**

**GRADE 6**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
	To maintain appropriate levels of confidentiality and data security in respect of personal/pupil/colleague information	Training in school procedures given	
<b><u>RESPONSIBILITY FOR SUPERVISION</u></b>  N/A			
<b><u>FINANCIAL RESPONSIBILITY</u></b>  N/A			

**POST:COVER SUPERVISOR**

**GRADE 6**

<b>SKILLS/ ABILITY/ EXPERIENCE</b>	<b>TO DO WHAT?</b>	<b>HOW WELL? NOW OR WITH TRAINING?</b>	<b>HOW IMPORTANT AT THE TIME OF APPOINTMENT?</b>
<b><u>RESPONSIBILITY FOR PHYSICAL RESOURCES</u></b>  Limited			