Brookfield Community School

Role Profile: COVER SUPERVISOR

Post Holder		Salary	Grade C
Post title	Cover Supervisor	Contract	Permanent
Accountable to:	Headteacher		
Reporting to:	Director of learning		
Working time	28.2 hours : 39 Week		
Disclosure level:	Enhanced		
This appointment is subject to the current conditions of employment.			

PART ONE
CORE PURPOSE AND ACCOUNTABILITY
Under the direction of the Headteacher   ➢ To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.   ➢ Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.   ➢ Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.   ➢ Respond to pupils' general queries and keep pupils on task.
CUSTOMER SERVICE
Under the direction of the Headteacher   • Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.   • Comply with instructions requested by the usual class teacher.   • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
ADMINISTRATION
Under the direction of the Headteacher   • Make appropriate use of equipment and resources   • 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.

- In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required

TEAMWORK

Under the direction of the Headteacher
- Support the induction of new members of the team and contribute to the development of others within the team through sharing knowledge.

WELFARE

Under the direction of the Headteacher
- Demonstrate awareness of safeguarding, equality issues and health and safety regulations.
- Apply the School's policies and procedures with regard to Child Protection and student's wellbeing.

KEY DECISION MAKING AREAS IN THE ROLE

Under the direction of the Headteacher
- Prioritise and manage own tasks and workload.
- A cover supervisor will deal with pupil behaviour and make judgements when to refer incidents to a senior member of staff/class teacher

COMMUNICATION/LIAISON

Under the direction of the Headteacher
- Attend calendared line management meetings.
- It has a high confidentiality component and needs to hold the trust of both the pupils and colleagues. It may include acquiring information on child protection/family sensitive issues which must be treated carefully and appropriately

PART TWO

WORKING CONDITIONS

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility for maintaining calm.
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging and difficult, and deal with abusive language and bullying.
- Health and Safety responsibility for self, children and area which is particularly demanding in a child-centred environment.

NECESSARY ROLE-RELATED KNOWLEDGE

- Good literacy and numeracy skills.
- Good organizational and communication skills.
- Basic computer and keyboard skills.
- Good communication skills and able to clarify and explain instructions clearly
- Professionally discrete and able to respect confidentiality on particular issues
- Well developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people

• Empathy with pupils and sympathetic to their needs

INTIAL INDUCTION/TRAINING REQUIRED TO BECOME EFFECTIVE IN THE ROLE

- Aware of the School's organisational structure and immediate contacts.
- Maintain a working knowledge of the School's policies and procedures.
- Knowledge of Child protection/Safeguarding/Health and Safety/Security regulations and procedures.
- Well developed interpersonal skills enabling effective relationships with a variety of people
- Professionally discreet and able to respect confidentiality on particular issues.
- understanding of curriculum, particularly literacy and numeracy requirements
- independent working, supported by teacher, with whole classes of children

OPERATIONALLY EFFECTIVE: How would effectiveness in role be demonstrated

- Firm, sensitive and effective approach towards pupil discipline
- Competent in working with group of pupils without direct supervision from the teacher
- Ability to apply knowledge and skills from training in practical classroom context
- Ability to motivate and encourage children appropriately
- Ability to work independently and with initiative
- Taking responsibility for whole class under the overall direction and during temporary absence of teacher
- Ability to establish and maintain good relationships and rapport with other colleagues in the school and external contacts
- Good organisational ability

You are required to carry out such particular duties as identified in this role profile and to carry out other requests that the Headteacher may reasonably direct from time to time.

September 2018

Signature of Headteacher: …………………………………………………….   *Date: ………………*

Signature of Staff Member: …………………………………………………   *Date: ………………*