



Cover Supervisor

Job Description & Person Specification



About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Do you have a real passion for supporting young people to achieve more?*
- ❖ *Are you looking for a new challenge where no day is ever the same?*
- ❖ *As a Cover Supervisor you have the ability to make a huge impact which could change the path of a young person's life.*

About the Job

Brannel School is characterised by the positivity of our staff and the overwhelmingly happy and supportive atmosphere around the school. The role will involve cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence, ensuring good behaviour is maintained in the classroom and students remain on task. In addition, the successful candidate will be expected to allocate cover on a daily basis, arrange any external supply agency cover and undertake the production of absence analysis reports.

About the School

Brannel School offers 900 places to students aged 11-16. We are situated in the heart of rural Cornwall, approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m. We aim to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.

Job Description

Job Purpose:	To provide effective cover supervision in a range of classes and subjects in response to unforeseen short-term teacher absence, ensuring good behaviour is maintained in the classroom and pupils are kept on task. To work under the guidance of teaching/senior staff within an agreed system of supervision
Reporting to:	Deputy Headteacher
Responsible for:	No line management responsibility
Key Contacts:	Senior Leadership Team, School Administrator, Heads of Department, Teaching & Support Staff, Students
Location:	Brannel School.
Salary Grade:	Grade G1 – G6
Hours:	39.5 hours per week term time plus 5 INSET days (44.652 paid weeks)

Main Responsibilities:

- To establish constructive relationships and effectively communicate with teaching staff and Heads of Departments with regard to cover requirements for short-term teacher absence.
- To build and maintain supportive relationships with pupils, treating all individuals consistently and with respect and consideration. To encourage acceptance and inclusion of all pupils.
- To assist pupils in developing knowledge and skills through use of the pre-set work and teaching resources provided. To take into account the learning support involved to aid the pupils to learn as effectively as possible.
- To provide instructions to pupils with regard to pre-set activities for the class as provided by the Head of Department or teacher in the event of the usual class teacher's absence. To respond to questions from pupils relating to pre-set work to ensure a constructive working environment.
- To work within a framework set by the teacher, ensuring feedback to pupils and colleagues is appropriately planned.
- To supervise pupils undertaking effective self-directed learning where appropriate, for example ICT Learn Centre. To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To support pupils consistently whilst recognising and responding to their individual needs. To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

- To collect pupils' work at the end of the lesson and return to the appropriate teacher or teacher's representative in accordance with the school's teacher cover policies and procedures.
- To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the school's behaviour management policies and encourage pupils to take responsibility for their own behaviour.
- To supervise and manage pupils' behaviour whilst covering teacher absences in accordance with the recognised behavioural standards to ensure an orderly and constructive environment for the class.
- To deal with any immediate problems or emergencies that may occur in the class whilst covering the teacher's absence in accordance with the school's recognised policies and procedures.
- To be responsible for keeping and updating records, as agreed with the teacher, and to carry out administrative tasks associated with all of the duties of the post.
- To check and record pupil attendance and absences. To report all absences in accordance with the schools' recognised absence reporting procedures.
- To provide objective and accurate feedback and reports as required to the teacher regarding pupil achievement, progress and other matters.
- To report back to the teacher (or appropriate representative in the teacher's absence) any issues that may have arisen including problems with pre-set work, behavioural issues, concerns etc.
- To remain aware of, and work within, all relevant school working practices, policies and procedures.
- To be aware of, and work in accordance with, the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

- To allocate cover on a daily basis.
- To arrange any external supply cover.
- To produce absence analysis reports.

General responsibilities applicable to all CELT staff

- To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- To promote Equality and Diversity in all aspects of work.
- To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- To work effectively with other members of staff to meet the needs of all students.
- To attend staff meetings and Trust-based INSET as required.
- To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The post holder is responsible for his/her own self-development on a continuous basis.

Special conditions of employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Note

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.

This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> ➤ Attainment of GCSE's grade C or above in English & Maths (or able to demonstrate equivalent levels of numeracy & literacy e.g. NVQ level 2 or above in English & Maths). ➤ Meets the HLTA standards through completion of the recognised HLTA training and assessment routes. ➤ Knowledge of specific curricular areas or key stages. ➤ Knowledge and understanding of how children learn, and the best way to encourage their development. ➤ Communication – demonstrates an excellent level of spoken and written skills. ➤ Computer literate with experience of Microsoft Office applications. Knowledge of safeguarding requirements. 	<ul style="list-style-type: none"> ➤ Degree or equivalent level qualification or approved Secondary School Teaching qualification. ➤ Working towards attainment of a recognised teaching qualification. ➤ Awareness of the SEN Code of Practice and guidance on meeting SEN. ➤ Pupil behaviour management training. ➤ Up-to-date knowledge of national and local initiatives in education. ➤ Training in relevant strategies or curriculum areas. 	Application Form Interview References
Relevant Experience	<ul style="list-style-type: none"> ➤ Good standard of practical knowledge, skills and at least 2 years' experience of working with pupils of the relevant age in a learning environment. 	<ul style="list-style-type: none"> ➤ Relevant experience to include providing specialist support within certain areas of the curriculum, or with specialist pupil groups. 	Application Form Interview References
Personal Qualities	<ul style="list-style-type: none"> ➤ Suitable to work with children and young people. ➤ Ability to relate well to children and adults. ➤ Practical skills relating to planning and utilising individual learning programmes. ➤ Has the confidence to motivate and engage students who can sometimes be hard to reach. ➤ Self-motivated and able to work constructively as part of a team. ➤ Ability to work to deadlines and methodical approach to work. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. 		Application Form Interview References

Any Additional Factors	<p>Displays a sound understanding of - and commitment to - the protection and safeguarding of children and young people; and equality & diversity</p> <p>Ability to travel both in and out of County in accordance with the requirements of the post.</p>		Application Form Interview References
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CORNWALL EDUCATION LEARNING TRUST

Units 15 & 16 St Austell Business Park, Treverbyn Road, Carclaze, St Austell, Cornwall, PL25 4FD