




Job Description

Effective Date:

1. DESCRIPTION
1.1 Post Title: Cover Supervisor Post Holder: Operating Unit: Slough & Eton School
1.2 MAIN PURPOSE OF JOB To supervise classes in the absence of their teacher. This involves:
1.3 POSITION IN ORGANISATION Name and position of immediate supervisor: Assistant Head teacher
1.4 MAIN ACCOUNTABILITIES
<ol style="list-style-type: none"> 1. Registering and recording pupil/student attendance. 2. Instructing pupils about work left by their teacher. 3. Responding to any questions from pupils/students about process or procedures regarding the work. 4. Providing pupils with the necessary resources for learning. 5. Ensuring a calm and purposeful working atmosphere in the classroom. 6. Managing pupil behaviour in the lesson in accordance with school policies. 7. Reporting back as appropriate using the school's procedures on the behaviour of pupils during the class, and any other issues arising. 8. Dealing with any immediate problems or emergencies according to policies and procedures. 9. Collecting in completed work and returning it to the teacher. 10. Ensuring orderly and calm entry to and exit from the classroom. 11. Reporting back to the teacher as appropriate. 12. Invigilating public and internal examinations where necessary. 13. Supporting out of hours learning activities where necessary. 14. Accompanying school visits. <p>Other duties would include supporting subject departments and teachers by:</p> <ul style="list-style-type: none"> • Contributing to the planning and preparation of resources. • Supporting teachers in the management of teaching resources and the organisation of teaching spaces. • Organising resources including ordering, cataloguing and maintenance. • Supporting learning by providing in-class support. • Displays around school. <p>This is not intended to be an exhaustive list of duties but covers any other reasonable requests made by the Headteacher. The balance of time spent between supervising classes and other duties will depend on need, particularly the level of teacher absence at any time.</p> <p>As a school we are committed to the development of staff and we will provide full training and support for the successful candidate.</p>

Confidentiality
During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.
GDPR
During the course of your employment you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).
Safeguarding Children
<p>In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.</p> <p>You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.</p>
Health and Safety
You are required to comply with the school's Health and Safety policy at all times

Person Specification

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential/ Desirable		Method: Application (A) Interview (I) Test (T)
Experience	1.1	Having worked with children or have experience of own children.	Essential	√√	A I
	1.2	Worked in a multicultural school environment.	Desirable	√√	A I
Knowledge	2.1	Knowledge of outside agencies.	Desirable	√√	A I
	2.2	Knowledge of pupils with learning and behavioural difficulties.	Desirable	√√	A I T
Skills/ Abilities	3.1	Understanding of teenage minds.	Essential	√√	A I T
	3.2	Interpersonal Skills.	Essential	√√	A I T
	3.3	Desire to work with parents.	Desirable	√√	A I
	3.4	Good organisational skills.	Essential	√√	A I
	3.5	Ability to monitor records.	Essential	√√	A I
	3.6	Ability to write reports.	Essential	√√	A I T
	3.7	Ability to work as part of a team.	Essential	√√	A I
	3.8	Good communication skills.	Essential	√√	A I T
	3.9	Good sense of humour.	Essential	√√	A I
	3.10	Flexibility	Essential	√√	A I
	3.11	Self-motivated	Essential	√√	A I
Qualifications	4.1	Level 2 threshold passed (GCSE or equivalent) which includes Maths and English at grades A* to C.	Essential	√√	A I
	4.2	Other vocational or higher level qualification e.g. GNVQ Level III.	Essential	√√	A I
	4.3	Basic ICT Skills.	Essential	√√	A I
	4.4	Level 3 threshold passed (2 'A' Levels in any subject or equivalent or other qualification).	Desirable	√√	A I
	4.5	Advanced ICT Skills.	Desirable	√√	A I
	4.6	UK Driving Licence	Desirable	√√	A I