

## Cover Supervisor



## Job Description

Post Title: Cover Supervisor - Dorset Studio School

Employed by: Dorset Studio School Trust

Partner organisations: The Thomas Hardy School

Kingston Maurward College

### Main Job Purpose

- This is primarily a role based in a classroom or other learning environment.
- The primary purpose of the Cover Supervisor is to supervise and support pupils who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy.
- Cover supervisors will have high expectations of all pupils and respect for their social, cultural, linguistic, religious and ethnic backgrounds.
- S/he will not be deployed routinely as one of the strategies schools choose to release teachers for guaranteed planning, preparation and assessment (PPA) time.
- They may however carry out work specified in the regulations made under section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.

### Main responsibilities and duties

Cover supervision is likely to include the following core elements:

1. To take sole charge of a group or class of pupils in the short term or unforeseen absence of their usual teacher.
2. Registering attendance in accordance with school policy.
3. Responding to any questions from pupils about process and procedures and the work that they are engaged in. Supporting pupil use of associated resources.
4. Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.



5. Dealing with any immediate problems or emergencies according to the school's policies or procedures.
6. Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made.
7. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson(s) and any issues arising.
8. Work with small intervention groups as directed by the Subject Lead.
9. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

*NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing the character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder).*

### **Safeguarding**

Dorset Studio School is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment. All posts at the Dorset Studio School are considered 'Regulated Activity'.

### **Criminal Records – Disclosure and Barring Service check**

The School is unable to appoint anyone who is barred from working with children or vulnerable adults to a Regulated position.

The offer of an appointment will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997. This means that when applying for a post, candidates will need to detail all convictions they may have – both 'spent' and 'unspent'. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment. Dorset Studio School adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex-Offenders, or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, please contact the School Business Manager.



## Person Specification

Requirements	Essential	Desirable
<b>Education</b>		
Minimum of 5 GCSE's A* - C or equivalent including Maths & English	E	
Relevant qualification.		D
Degree in national curriculum subject.		D
<b>Experience</b>		
Experience of working with young people/children.	E	
Experience of working in a school environment		D
Experience of using SIMS		D
<b>Skills</b>		
Can use ICT effectively to support learning and for administrative purposes	E	
Ability to relate well to children and adults	E	
High expectations with regard to standards and behaviour	E	
Good understanding of child development and learning processes	E	
Understanding of statutory frameworks relating to teaching		D
Working knowledge of national curriculum		D
Good organisational skills	E	
Commitment to safeguarding and promoting the welfare of children	E	
<b>Personal Qualities</b>		
Ability to work independently and as part of a team	E	
Excellent communication and interpersonal skills	E	
Flexibility and adaptability in order to be able to mix and work with a wide range of people	E	
Caring attitude towards pupils and parents	E	
Evidence of being able to build and sustain effective working relationships.	E	
Tactful, discreet & patient	E	
Enthusiastic & self-motivated	E	
Able to use own initiative	E	
<b>Essential Criteria:</b>		
Full UK Driving Licence.		D
ICT literate and proficient in office packages.	E	

## Terms and conditions

Pay date	Monthly in arrears on last working day.
Probationary period	6 Months.
Hours of work	To be agreed – 37 hours per week
Contract of Employment	The Contract of Employment will be based on the provisions of the Dorset Studio School Staff Contract.
Pension	You will be automatically enrolled onto the Local Government Pension Scheme. Contribution rates vary between schemes.
Notice to terminate by the Board of Governors	One month.
Notice to terminate to the Board of Governors	One month
Offer of appointment	Offer is subject to a satisfactory proof of eligibility to work in the UK, references satisfactory to the board, receipt of relevant certificates and qualifications, successful completion of probationary period, receipt of a satisfactory, enhanced DBS check.
Declaration of Interests	You are required to declare any interests that may conflict with your ability to perform your role with impartiality and the interests of the Studio School. This extends to your close family and spouse/partner.
Training and Development	We strongly believe in self-improvement and will invest in your personal, professional and career development.