

## Melbourn Village College

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### Job Description

#### Cover Supervisor/Pupil Support

Grade: 3, Level 18 – 21

31 ¼ hours per week (term time only)

Monday – Friday – 8.30am – 3.15pm – ½ hour lunch break

Reports to: Cover Manager

#### PURPOSE OF THE JOB:

- To supervise classes across the curriculum (KS3 and KS4) in following a programme of study during the absence of their class teacher
- Contribute to raising standards by providing support to departments and the whole college

#### MAIN RESPONSIBILITIES:

##### 1. Cover Supervision

- Under the direction of the Cover Manager, supervise pupils in class during the absence of their class teacher
- Attend morning Staff Briefings
- Take class registers
- Liaise with Heads of Department, where possible, to ensure that instructions are clarified
- Liaise with Teaching Assistants regarding individual pupils being supported in class
- Administer clear instructions to the class, based on the detailed work set, and actively supervise pupils as they carry out the instructions
- Inform the class teacher of any non-participation by individual pupils
- Contribute to the evaluation of work set for covering lessons
- Provide feedback on learning activities and contribute to school review and development planning
- Contribute to behaviour management within the college, in accordance with the College's Behaviour Policy

##### 2. Support for Departments

- Under the direction of the Cover Manager, support departments, including the SEN department, for example, with the preparation of resources, classroom displays, filing, etc

##### 3. Exam Invigilation

- Assist with the invigilation of examinations, as and when requested to do so

##### 4. Support for the College

- Attend and actively participate in Staff Meetings
- Contribute to the maintenance of a safe and healthy environment
- Support the Senior Leadership Team with midday supervision

- Contribute and participate in school events and activities
- Development and maintain effective working relationships with other staff and parents/carers

#### **5. Other Duties**

- Lunchtime Duty
- When there is no cover, undertake other appropriate duties as directed by the Senior Leadership Team, such as supporting individual students in lessons, assist in Reception, etc

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the postholder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

**Melbourn Village College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

## COVER SUPERVISOR: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics.</li> <li>Experience of working with children/young people in a learning environment and in a supervisory capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Further or higher education qualifications relevant to the field.</li> <li>Experience of working in a school or similar establishment.</li> </ul>	Application form Letter of application References Interviews Certificate/s (to be available at interview)
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>Ability to build and form good relationships with students, parents/carers and colleagues.</li> <li>Ability to relate well to and motivate children/young people.</li> <li>Ability to work constructively as part of a team, understanding school roles and responsibilities.</li> <li>Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, parents/carers, students and other professionals.</li> <li>Ability to learn and use a range of strategies to deal with classroom and individual student behaviour.</li> <li>Ability to improve own practice/knowledge through self-evaluation and learning from others.</li> <li>Good standard of numeracy and literacy skills.</li> <li>Can use ICT packages and equipment effectively to support learning.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge and experience of national requirements regarding curriculum and relevant learning programmes.</li> <li>Understanding of statutory frameworks relating to teaching.</li> <li>Good understanding of child development and learning processes.</li> <li>Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation.</li> </ul>	Application form Letter of application References Interviews

Essential	Desirable	Evidence
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work.</li> <li>• Able to follow direction and work in collaboration with line manager.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>		<p>Application form Letter of application References Interviews</p>