

JOB DESCRIPTION	
JOB TITLE:	Cover Supervisor – Casual Basis
GRADE:	£15.00 per hour (subject to qualification and experience)
LOCATION:	Tarleton Academy
RESPONSIBLE TO:	Headteacher / Deputy Headteacher
TARLETON ACADEMY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT.	
JOB PURPOSE:	The main objectives to be achieved by the Postholder
	<ul style="list-style-type: none"> To supervise students in the absence of a teacher to enable them to continue their learning by carrying out a pre-prepared exercise under supervision.
MAIN ACTIVITIES	What the Postholder will actually do What prescribed duties the postholder will have
Administrative/Teacher/Student Support	
<ul style="list-style-type: none"> To supervise work that has been set in accordance with the school policy To manage the behaviour of students whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy. To respond to any questions from students about process and procedures To deal with any immediate problems or emergencies according to the school's policies and procedures To collect any completed work after the lesson and returning it to the appropriate teacher To report back as appropriate using the school's agreed referral procedures on the progress of students during the class and any issues arising. To access the school's Management Information System in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students To undertake registration of classes at the beginning of every session. 	
Other Duties	
<ul style="list-style-type: none"> To work within school policies and procedures. To contribute to the provision of an effective environment for learning. To support the promotion of positive relationships. To attend skill training and participate in personal/performance development as required. To take care for their own and other people's health and safety. To be aware of the confidential nature of issues. 	
Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.	
Agreed by: Headteacher	

Person Specification Form

Title of Post – Casual Cover Supervisor

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)
<p>Qualifications</p> <p>NVQ level 2 or above qualification –appropriate to the post (or equivalent)</p>	E
<p>Experience</p> <p>Experience of working with or caring for children of relevant age Experience of working in a relevant classroom/service environment</p> <p>Knowledge/skills/abilities</p> <p>Ability to operate at a level of understanding and competence equivalent to NVQ Level 2 standard Ability to relate well to children Ability to demonstrate confidence, assertiveness and helpfulness An ability to deal with difficult situations. Ability to form effective and appropriate working relationships/boundaries with young people Ability to work as part of a team Good communication skills Ability to problem solve Time management skills Organisational skills and ability to prioritise Knowledge of the concept of confidentiality First Aid Certificate (training provided if required) Good numeracy and literacy skills Ability to make effective use of ICT Flexible attitude to work</p>	<p>D D</p> <p>E E E E E E E E E E E E E E</p>
<p>Other</p> <p>Disclosure and Barring Service Compliance and adherence to the document ‘Guidance for Safer Working Practice Adults who work with Children and Young People in Education Settings’ Compliance and adherence to the document ‘Guidance for Conduct’</p>	<p>E E E</p>
<p>Commitment to undertake further training and professional development</p>	E

Training will be provided where appropriate