St Clere’s School

Butts Lane
Stanford-le-Hope
Essex
SS17 0NW

h.saunders.scs@stcleres.coop

Cover Supervisor

Fixed Term – Term Time Only (30 hours per week)

Required: January to August 2016

Band 4 Point 12 to 20 – Range £11,914 to £15,095

PRINCIPAL ACCOUNTABILITIES

- Supervising classes and supporting pupils.
- Delivering cover work set by the class teacher.
- Providing feedback to the classroom teacher on the pupil’s progress against lesson plans, conduct of the lesson. Keeping pupil related records.
- Dealing with any immediate problems or emergencies according to the school’s policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.
- Act as a role model, setting high expectations of conduct and behaviour.
- Be involved in extra-curricular activities, e.g. open days, presentation.

ESSENTIAL REQUIREMENTS

- Degree or Experience Required

Contact details: Hayley Saunders – HR Officer
01375 648962
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Closing date: 1/1/2016
Shortlisting: Week commencing 4/1/2016
Interview dates: Week commencing 4/1/2016

St Clere’s Co-operative Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments will be subject to an enhanced CRB check, medical clearance and satisfactory references.
JOB TITLE: Cover Supervisor
REPORTS TO: Cover Manager
SUPERVISES: Not Applicable
BAND: 4

JOB PURPOSE:
To supervise classes in the event of short-term absence usually covering one class consistently for no more than three consecutive days. To manage and supervise pupil behaviour. To contribute to the maintenance of effective school administration.

KEY CORPORATE ACCOUNTABILITIES
To actively promote the School’s Equal Opportunities Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School’s Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the School’s Health and Safety Policy and all locally agreed safe methods of work.

At the discretion of the Head Teacher, such other activities as may, from time to time, be agreed consistent with the nature of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

PRINCIPAL ACCOUNTABILITIES
• Supervising work that has been set in accordance with the school policy.

• Support the Curriculum Plan and learning programmes designed by the teacher.

• Responding to any questions from pupils about process and procedures.

• Providing feedback to the classroom teacher on the pupil’s progress against lesson plans, conduct of the lesson. Keeping pupil related records.
• Dealing with any immediate problems or emergencies according to the school’s policies and procedures.

• Collecting any completed work after the lesson and returning it to the appropriate teacher.

• Attend meetings and training sessions as required.

• Provide additional support to teachers in classrooms, to carry out administrative tasks when not covering a class.

• Act as a role model, setting high expectations of conduct and behaviour.

• Report student and school issues in line with the School’s policies for health and safety, child protection, behaviour management etc.

• Be involved in extracurricular activities, e.g. open days, presentation evenings.

St Clere’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.