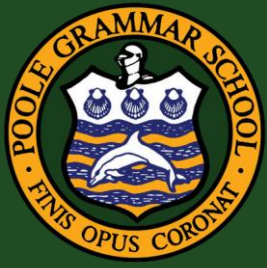


# POOLE GRAMMAR SCHOOL



**COVER SUPERVISOR**

**INFORMATION PACK**



# POOLE GRAMMAR SCHOOL

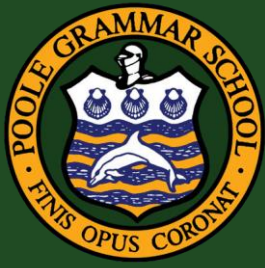
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## Job description: Cover Supervisor

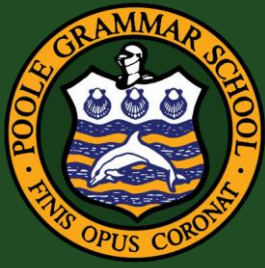
Start date:	4 November 2024
Salary grade/range:	Grade C, Points 7-12: £24,294 - £26,421 full-time equivalent (FTE)
Actual Annual Salary:	£19,595 - £21,311
Hours	35 hours per week, Monday to Friday, 8.15am – 3.45pm
Working weeks:	39
Paid weeks:	44.46 (includes holiday pay)
Responsible to:	HR Manager
Responsible for:	Not applicable

### Main job purpose

- Supervise whole classes during the short-term absence of teachers as part of an effective cover strategy.
- Give instructions for the session as provided by a teacher and maintain good order to keep pupils on task.
- Respond to general questions and provide general feedback to teachers (but will not be required to undertake 'specified work' such as planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).
- When not supervising classes, to undertake administrative duties as directed.

### Main responsibilities and duties

- Take charge of a group or class of pupils in the short-term absence of their usual teacher.
- Register attendance in accordance with school policy.
- Supervise pupils engaged in learning activities that have been pre-prepared in accordance with school policy.
- Act as a role model and set high standards and expectations of conduct and behaviour.
- Manage the behaviour of pupils whilst they are undertaking learning activities in order to ensure a constructive environment.
- Keep pupils on task and respond to general queries.

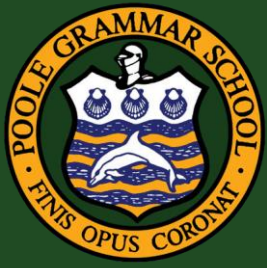


# POOLE GRAMMAR SCHOOL

- Maintain a positive and calm learning environment.
- Provide objective and accurate feedback to the teacher concerning the conduct of the session and the behaviour of pupils.
- Keep appropriate records as agreed with the teacher.
- Promote positive values and good behaviour; deal promptly with incidents in accordance with school policy.
- Collect any completed work and return it to the teacher.
- Comply with all policies and procedures relating to child protection, equal opportunities, Health and Safety, security, confidentiality and data protection.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Provide continuity for pupils until the usual class teacher returns.
- If, during the course of the working day, cover is not required for a period(s) then general administrative duties will be required.
- Participate in relevant training and development opportunities as required.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children and take appropriate action should the need arise.
- Retain the confidentiality of all aspects of school life.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulation.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.
- Any other duty applicable to this grade.

## **Supervision and management of people**

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits. Supervision of pupils is recognised in other sections.
- The post holder may need to give some direction to support staff working in the classroom.



# POOLE GRAMMAR SCHOOL

## **Decisions**

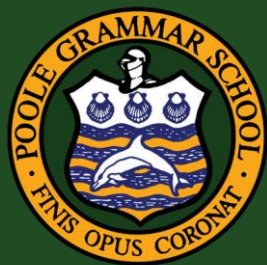
- There is a need to make immediate decisions without the initial referral to a teacher in relation to classroom management and the care, control and safety of pupils.
- On issues that are more complex or managing difficult or particularly disruptive behaviour, the post holder should refer to a teacher/line manager.
- Decisions made will be within the policies and procedures of the school.
- The post holder will need to answer general basic queries from pupils.

## **Work environment**

- Work requires normal physical effort and is performed in a normal office/classroom environment.
- May involve some contact with difficult-to-manage pupils, parents/carers and visitors.

**Prepared by:** HY/KH

**Date:** October 2024



## Person specification: Cover Supervisor

ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT	DESIRABLE/ ESSENTIAL
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous experience of working with children</li> </ul>	Application form Interview References	Essential
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>5 GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> </ul>	Application form Certificates Interview	Desirable
<b>Aptitudes and abilities</b>	<ul style="list-style-type: none"> <li>Ability to handle confidential information with discretion</li> </ul>	Application form Interview References	All essential
	<ul style="list-style-type: none"> <li>Good organisational skills</li> </ul>		
	<ul style="list-style-type: none"> <li>Ability to challenge the behaviour of students</li> </ul>		
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of school's behaviour and management policy and procedures</li> </ul>	Application form Interview References	Desirable
	<ul style="list-style-type: none"> <li>Knowledge of school's fire and emergency procedures</li> </ul>		Desirable
	<ul style="list-style-type: none"> <li>Knowledge of Child Safeguarding procedures</li> </ul>		Essential
	<ul style="list-style-type: none"> <li>Knowledge of SIMS and Moodle teaching resources</li> </ul>		Desirable
<b>Attitude and motivation</b>	<ul style="list-style-type: none"> <li>Self-motivated</li> </ul>	Application form Interview References	Essential
	<ul style="list-style-type: none"> <li>Adaptive approach to different learning environments</li> </ul>		Essential
<b>Other factors</b>	<ul style="list-style-type: none"> <li>Commitment to Equal Opportunities</li> </ul>	Application form Interview References DBS process	Essential
	<ul style="list-style-type: none"> <li>Enhanced DBS check</li> </ul>		Essential



# POOLE GRAMMAR SCHOOL

## Application procedure

Please visit [www.poolegrammar.com](http://www.poolegrammar.com) and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but a PDF and word version of the application form can be requested from [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com)

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department on the above email address.

**Closing date for applications: 20<sup>th</sup> October 2024**

**Interviews: 21<sup>st</sup> October 2024**

*Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.*