

Job description

Job Title:	Cover Supervisor
Salary Scale:	Lighthouse scale point 9–19
Salary:	FTE £20,903 - £25,481 Actual £19,132 - £23,322
Hours of Work:	37.5 hours per week: 07.30 to 16.00 Monday to Friday Term time + 5 training days and 2 weeks for other school activities (41 weeks per year)
Accountable To:	Principal
Reports To:	Deputy Principal

Job purpose

To manage and organise cover for absent staff using the staff cover system, ensuring continuity in teaching and learning, supervising students and managing a classroom when teaching staff are on short-term absence and liaising with the Leadership Team regarding cover arrangements for staff on long term absence.

Main duties

- To be proactive in arranging suitable cover for any planned staff absences
- To be reactive in arranging suitable cover for any unplanned staff absences
- To liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies
- To organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies
- To be the first point of contact for staff in the mornings
- To provide staff with cover details at the start of the day and when emergencies occur
- To act as the main point of contact for any problems that may occur in relation to cover
- To provide a daily cover sheet, updated as required, to relevant areas and members of staff
- To monitor the effectiveness of supply staff as per school policies and procedures, informing their line manager of any concerns
- To organise and provide induction and support for supply staff both teaching and non-teaching
- To ensure that safeguarding requirements and other relevant regulations are in place and adhered to including the completion and recording of necessary checks
- To provide cover for staff absences by supervising students with work that has been set in accordance with the school policy
- To provide emergency resources for cover lessons should this be required and liaise with staff to ensure there is suitable work for the students

- To manage the behaviour of students while they are undertaking this work to ensure a constructive environment
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To report back as appropriate using the school's agreed referral procedures on any issues arising in the classroom
- To carry out appropriate administrative duties as required by the School
- To be familiar with, understand and apply the school's Safeguarding policy
- To undergo and regularly update training to ensure the appropriate level of knowledge and skill is maintained
- To attend internal meetings where required
- To undertake all other appropriate duties as directed by the School to support and ensure the school fulfils its responsibilities

Behaviour and Safety

- To establish and maintain good relationships with all staff, students, visitors, suppliers and agencies
- To supervise students as required during play and mealtimes, encouraging appropriate behaviour consistent with the school's Behaviour policy
- To coordinate and supervise arrival and departure of students at start and end of school day
- To encourage good relationships between students at all times
- To contribute to a safe, purposeful and stimulating environment for students, rooted in mutual respect
- To maintain good relationships with students, exercise appropriate authority, and act decisively when necessary
- To be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of students
- To be responsible for the Health and Safety of self and others
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Team working and collaboration

- To work collaboratively as part of a team and provide help and support to other team members
- To participate in any relevant meetings/professional development opportunities at the school as appropriate
- To support the effective running of the school by ensuring the policies and procedures are understood and followed
- To cover for absent colleagues as appropriate

Professional development

- To regularly reflect on the effectiveness of your role as part of the appraisal process, refining your approaches where necessary and responding to advice and feedback from colleagues

- To be responsible for improving your practice through participating fully in training and development opportunities identified by the school or as developed as an outcome of your appraisal
- To participate in professional development by undertaking training opportunities as appropriate to the post holder
- To participate in scheduled supervision and line management meetings as appropriate

Safeguarding Children and Vulnerable Adults

- Lighthouse School has a statutory and moral duty to ensure that the School functions with a view to safeguarding and promoting the welfare of children and young people studying at the School. The post holder will be required to commit to the School's safeguarding policy and promote a safe environment for children and young people learning within the School. All posts are subject to an enhanced disclosure and barring service (DBS) check, however having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures

Equality and Diversity

- To promote equality and diversity in all aspects of the job. Specifically, the post holder will be required to support the School meeting the general Equality Duty under the Equality Act 2010 to:
 - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.
 - Foster good relations between people who share a protected characteristic and those who do not.

Health and Safety

- It is the responsibility of all employees to co-operate with the School's management in meeting the objectives of providing a healthy and safe place to work. There all staff must carry out their work with reasonable care for the health and safety of themselves and other people. All staff should comply with the School's Health and Safety Policy
- To be responsible for the Health and Safety of self and others using protective and reactive strategies including positive handling techniques

Other

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality
- To perform any reasonable duties as requested by the Principal and by the line manager or other member of staff acting on their behalf



The above responsibilities are not an exhaustive list and the post holder will be required to undertake any other appropriate responsibilities and duties that may arise from time to time. Changes to this document will be made in consultation with the post holder.

Signature of Post-holder: _____ Date: _____

Signature of Principal: _____ Date: _____

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 GCSEs inc English and Maths • Designated Safeguarding training completed or a willingness to complete training 	<ul style="list-style-type: none"> - Early Help training - Prevent - Safeguarding training - Attendance training
Experience	<ul style="list-style-type: none"> • Experience of undertaking a range of clerical duties • Experience of working with young people • Experience of Microsoft office applications & other Management information systems 	<ul style="list-style-type: none"> • Previous experience in attendance work • Previous experience of safeguarding work in a educational setting • Experience of working with young people with ASC • Experience of, or willingness to learn, a range of computer applications
Knowledge	<ul style="list-style-type: none"> • Knowledge of safeguarding systems in educational settings • Knowledge of attendance systems in educational settings 	<ul style="list-style-type: none"> • A basic knowledge of the work of a school • Basic knowledge of school attendance systems and processes • Knowledge of school Safeguarding policies and procedures
Skills	<ul style="list-style-type: none"> • Excellent organisational and time management skills • Ability to prioritise effectively • Proven excellent written and verbal communication skills 	<ul style="list-style-type: none"> • Ability to produce accurate and up-to-date records and reports as required • Able to drive and access to a vehicle to attend off site meetings

	<ul style="list-style-type: none"> • Good IT skills • Ability to work in an organised and methodical manner • Ability to convey information clearly and accurately • Ability to maintain efficient record keeping • Ability to convey straightforward information, orally and in writing, to colleagues, students, parents etc. • Ability to take personal responsibility for organising day to day targets • Ability to demonstrate basic keyboard skills for accurate computer input and retrieval • Ability to work effectively as part of a team • Ability to work in a discreet, confidential and sensitive manner 	
<p>Attitude</p>	<ul style="list-style-type: none"> • Ability to work within a team • Ability to mediate between staff, students, parents and external agencies • Sensitivity to the needs of young people • Ability to work with young people from different social, cultural and ethnic backgrounds • To be positive and encourage young people to be positive 	<ul style="list-style-type: none"> • Ability to influence solution focused attitudes in others • Ability to see the positive in the difficulty situations that sometimes arise in safeguarding and attendance.

	<ul style="list-style-type: none"> • To be able to manage own time and that of others • Ability to demonstrate commitment to Equal Opportunities • Willingness to participate in further training and development opportunities offered by the school and county, to further knowledge 	
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Closing date for applications:	0900 on Friday 10 December 2021
Contact:	0113 4570605