

**Post
of
Cover Supervisor**

Details

September 2018

Post of Cover Supervisor

Thank you for your interest in the post of Cover Supervisor at the Ashcombe School.

The Ashcombe School is a large comprehensive school which caters for 1500 pupils between the ages of 11-18. The main purpose of a Cover Supervisor is to provide class supervision and to ensure that the planned learning for pupils continues when a teacher is absent.

The role has the potential to be flexible and offered between 2-4 days (13 - 26 hours) Monday to Friday with the hours 8.45am to 3.45pm, 39 weeks per year (term time only) and is being offered on the pay range (South East Surrey Pay scale) SES6 (£21,043 - £24,145 FTE). There is a 30 minute unpaid lunch break. The contract will be fixed term until 31st August 2019.

Please find overleaf a brief description of the key responsibilities of the Cover Supervisor but if you would like to find out more about the post please contact us and ask to speak to James Robinson, Assistant Head.

Applicants should submit the school application and recruitment monitoring forms to hr@ashcombe.surrey.sch.uk and may also submit a supporting statement of no more than two sides. A curriculum vitae may be attached if desired, but all relevant information should be included in the form or in the statement. Your supporting information should refer to the details contained within and should state why you believe you are suitable for this post. You may wish to use the headings provided in the person specification. Please describe any involvement with the education or training of young people.

Visit our website www.ashcombe.surrey.sch.uk for information about the school. In particular, in the "About the School" section, there is a range of information including "Information for prospective staff".

The closing date is Monday 1st October 2018 with interviews planned within that week. Candidates selected for interview will be notified by telephone. We do not contact candidates who are not shortlisted.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (formerly Criminal Records Bureau).

Information about the school

The Ashcombe School is a comprehensive school for pupils of all abilities between the ages of 11 and 18 which has recently converted by forming a Multi Academy Trust, South East Surrey Schools Education Trust, as a partnership with 2 other like-minded schools to keep the ethos of the school the same.

There are approximately 60 support staff employed by this large comprehensive school, working in the three main areas of curriculum, administrative and premises support.

The Ashcombe School

Job Description for Cover Supervisor

Pay: SES 6

8.45 – 3.45 days to be confirmed for 39 weeks

Job title: Cover Supervisor

Job Purpose: To provide class supervision when a teacher is absent ensuring that planned learning for pupils continues

Accountable to: Assistant Head

<i>Key Accountabilities under the direction of the Assistant Headteacher:</i>	<i>Key Tasks</i>
1. Support the assigned teacher of the class	<ul style="list-style-type: none">• Supervising whole classes during pre planned learning activities• Collecting finished work as necessary and returning it to the appropriate teacher• Promoting positive values, attitudes and good pupil behaviour• Reporting, as appropriate using the school's agreed referral procedures on the behaviour of pupils and any issues arising
2. Supporting pupils	<ul style="list-style-type: none">• Helping pupils to access pre planned learning activities• Ensuring that resources are available to pupils• Responding to pupils and providing general guidance or advice• Establishing productive working relationships with pupils, acting as a role model and setting high expectations for behaviour• Promoting inclusion and acceptance of all pupils within the classroom• Encouraging pupils to interact and work co-operatively with others
3. Lunchtime Supervision	<ul style="list-style-type: none">• To supervise pupils at lunchtime in the canteen and around the site
4. Examination invigilation	<ul style="list-style-type: none">• To supervise pupils during examinations (internal and external) and carry out related administration duties
5. General administration	<ul style="list-style-type: none">• To carry out general administration tasks as required. Flexibility in deployment is required.

This is a description of the main duties and responsibilities of the post at the date of issue. The duties may change over time as requirements and circumstances change. The person in post may also have to carry out other duties as may be necessary from time to time and would be expected to undertake any reasonable task, as directed by their Line Manager.

PERSON SPECIFICATION

In selecting candidates for interview and eventual selection, the Governors will be looking for people with relevant education, experience, job-related knowledge, aptitudes and skills, and many of the personal qualities listed below. The Governors welcome applications from people who consider that they could meet most if not all of the requirements listed.

EDUCATION / QUALIFICATIONS

- GCSE C equivalent in English and Mathematics

EXPERIENCE (desirable but not essential)

- Knowledge or experience of a school environment is desirable
- Experience of working with teenagers
- Experience of working in a school
- Experience of working with a team of people

JOB RELATED KNOWLEDGE, APTITUDE AND SKILLS

- Ability to relate well to pupils of secondary school age
- Must be adaptable to changing school needs
- Effective oral and written communication
- Maintain good working relationships with all staff
- Knowledge of ICT
- Creative skills for producing resources
- Organisational skills

PERSONAL QUALITIES

- Confidence, imagination and drive
- Flexibility and adaptability
- A sense of humour and perspective
- Willingness to learn
- A capacity for hard work and the ability to manage its pressures
- The ability to be self-critical
- An ability to establish good working relationships with a wide range of people including students, parents, governors and colleagues