



## Campion School – Job Description

**Post title:** Cover Supervisor (32.5 hrs per week)  
Cover Supervisor/After-School Support (37 hrs per week)  
**Grade:** Band F: Scp 17 – 21  
**Terms:** Term time only – 39 weeks to include five training days annually  
32.5 / 37 hours per week  
Fixed-term to 31 July 2019 in the first instance

**General Job summary** To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals / groups in or out of the classroom including the supervision of whole classes during the short term absence of teaching staff. To manage pupil behaviour within the classroom and assist pupils in relevant activities in line with the school's policies and procedures

**Reports to:** Assistant Business Manager  
Headteacher

**Working relationships with:** Pupils  
Heads of Departments  
Senior Leadership Team  
Pastoral Care Staff  
House Learning Leaders  
Department Teaching and Non-Teaching Staff  
Examinations Officer  
Other Cover Supervisors or agency supply staff  
Assistant Business Manager and Cover Manager

**Duties to include:**

- Supervising classes of pupils on work provided, in accordance with school policy, due to the absence of regular timetabled teaching staff for planned or un-planned reasons.
- To provide 'in-class' support or to extract from timetabled lessons specifically identified pupils for additional support, as required and advised, to support areas of the school during un-allocated cover periods.
- To undertake any planning or review of work, under direction, to ensure smooth continuity of lesson delivery where required.
- To follow all instructions left by absent teaching staff and implement appropriate changes due to any unknown circumstances.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in set activities.
- To assist in the management of pupil behaviour to create a calm and purposeful classroom environment in which pupils can complete work set and engender high expectations.
- To supervise entrance and departure of pupils in accordance with school policy.
- Responding to pupils in regard to work set.
- Collecting any work completed at the end of a lesson and returning it to an agreed person / place.

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- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- Recording and reporting on pupil attendance at lessons in accordance with school policy.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issues arising.
- The completion of pupil target cards or other pupil administration as appropriate in accordance with school pastoral policy.
- Assist in exam invigilation under the supervision of the examinations officer.
- To support pupils in using basic ICT as directed.
- To be aware of particular pupils' specific needs as identified in IEP's or other SEN reports.
- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to the appropriate person.
- To participate in training / learning activities and an appropriate appraisal review as required.
- To participate in and supervise pupils on educational visits and during internal extra-curricular activities.
- To respect confidential issues linked to home / students / teacher / school work and to keep confidences as appropriate.
- To assist or support the work of the school in any other way for which you are deemed able or qualified, at the reasonable request of the Assistant Business Manager, Headteacher or Senior Leadership Team.

### **37-Hour Per Week Contract**

Additional after-school work with the Intervention, Pastoral or SEND teams.

*This school is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.*



## **Campion School – Person Specification**

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The skills and personal qualities required for this role are:

- A commitment to Campion's ethos, mission and values
- Good communicator with pupils of all ages and levels of ability
- Good communication and interpersonal skills with staff, teachers and agency supply staff
- Excellent classroom behaviour management skills
- Ability to use own initiative to solve problems and find speedy and appropriate resolutions in class settings, within the school's policies and procedures
- Ability to overcome difficulties and challenges whilst retaining personal enthusiasm
- Ability to liaise effectively with senior staff, teachers and agency supply staff
- Flexible approach to work and full understanding of the requirement to adapt own work programme in line with the needs of the school
- Willingness to learn new skills and attend courses if required
- Good level of numeracy
- Effective communicator in writing