



The Sandon School

Classroom Cover Supervisor Person Specification

It is likely that the successful candidate will satisfy the following specification:

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of English • Effective writing skills in English • Numeracy 	<ul style="list-style-type: none"> • Working with children in a range of education settings
Previous experience	<ul style="list-style-type: none"> • Good general education 	<ul style="list-style-type: none"> • Understanding of examination process
Professional competence	<ul style="list-style-type: none"> • Precision and attention to detail • Able to prioritise own work effectively • Punctuality • Reliability • Ability to work well under pressure 	<ul style="list-style-type: none"> • Takes responsibility for own Development • Knowledge of behaviour management techniques
Personal qualities	<ul style="list-style-type: none"> • Enthusiastic • Punctual • Reliable • Flexible • Approachable • Calm • Good interpersonal skills • Sense of humour • Good health • Ability to work well individually and as part of a team • Common sense 	<ul style="list-style-type: none"> • Understanding of how different children develop and learn • Have empathy, and the ability to listen to students

CLASSROOM COVER SUPERVISOR

RESPONSIBLE TO: Lead Cover Supervisor

RESPONSIBLE FOR: To provide a cover service for absent teachers, supervising classes/groups of students and ensuring that they carry out the work tasks set, managing pupil behaviour and assisting pupils in relevant activities.

DUTIES:

The School

- To ensure that students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks in order to minimize the effect of the teacher's absence upon the student's learning.
- To keep the learning environment secure and endeavour to leave classrooms as found.
- To manage the health and safety of students in the classroom and to deal with any immediate problems and emergencies in line with school policies and procedures.
- To manage pupil behaviour and deal promptly with conflict and incidents in line with school policy.
- To act as a role model, setting high standards of conduct and behaviour.
- To provide recording and/or feedback and observations as required from time to time by teachers or management.
- To support pupils by responding to their individual needs and promote the inclusion and acceptance of all pupils in the classroom.
- To attend weekly staff briefings and participate in training and other learning activities as required.
- To invigilate internal and external exams.
- To supervise pupils on visits and trips as necessary
- To support supervision around the school. This may include assisting with staff duties
- To collect any completed work/homework after the lesson and return it to the appropriate teacher
- At the direction of the Cover Supervisor to provide additional support to teachers in classrooms, and/or carry out administrative tasks when not covering a class or covering registration periods. This may include reprographics, display, photocopying, typing, filing, collecting money, gathering pupil records, stock taking, assisting in the Atlas Centre, updating records, student reception.
- To be in school during Inset Days and some twilight training events, during which you may be required to participate in training activities; these will be confirmed on an individual basis according to topic and suitability. If not required to attend training events you would be required to support the administration departments.

To undertake any other duties under the reasonable direction of the Headteacher



KEY INFORMATION SHEET

Cover Supervisor at The Sandon School

This sheet sets out the key information for any candidates applying for a position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

Application process:

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Selection process:

Applications will be ranked against the person specification for the role.

All shortlisted applicants will be subject to:

1. A face to face interview with the selection panel
2. Lesson observation

Shortlisted candidates:

Applicants who have been shortlisted for the post will be notified by telephone.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

Further information and school visits:

Applicants who require further information or would like to visit the school should contact Mrs J Hampton on 01245 241141 or jhm@sandon.essex.sch.uk

Key Information for candidates regarding terms and conditions

Hours per week: 31.58 Hours per week

Initial working pattern:

Monday: 8:20 to 15:05

Tuesday: 8:20 to 15:05

Wednesday: 8:20 to 14:45

Thursday: 8:20 to 15:05

Friday: 8:20 to 15:05

Working weeks per year: 39

Part time posts

Pro- rated holiday entitlement (includes public holidays) for this post is: 5.3 weeks

The successful candidate will work during each week of term time including non-pupil days.

Holiday will be deemed to be taken during school closure periods. There is no entitlement to take holiday during term time.

Pay

This post is paid on Pay Band 3 point 17-21. The full time pay range for this Band is £18,672 to £20,541 per year (**part time posts** - and so the actual salary range for this part-time post will be £13,112 to £14,424 per year). These figures include the holiday pay entitlement for someone with less than 5 years' service.

Employees are paid monthly in twelve equal months per year.

Probation

All individuals new to employment with The Sandon School will be required to satisfactorily complete a six month probationary period.