

FELIX PRIMARY SCHOOL JOB DESCRIPTION

COVER SUPERVISOR

FIXED TERM, 40 HOURS PER WEEK, TERM-TIME + ONE WEEK

| | |
|----------------------|--|
| Line Manager: | HEADTEACHER |
| Salary: | Points 7-11 of the SET Support Staff Salary Scale FTE £24,294 - £25,979 per annum Pro-rata £22,489 - £24,049 per annum, including an allowance for holiday pay |

THE POST

FELIX PRIMARY School seeks to appoint COVER SUPERVISOR

FELIX PRIMARY School is a member of the Seckford Education Trust (SET), led by the CEO.

PERSON SPECIFICATION

The personal competencies expected of all School support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and previous experience required for a COVER SUPERVISOR are:

Essential

- A good standard of education, particularly in English and Mathematics;
- Knowledge of a range of Special Educational Needs and Disabilities, as well as the SEND code of practice, with the ability to support pupils with SEND and/or additional learning needs up KS2;
- Knowledge of the use of basic technology i.e. photocopier, scanner, computer, DVD and digital camera;
- Knowledge of child protection issues.

Desirable

- Up to date knowledge and understanding of specific learning difficulties;
- Knowledge of appropriate First Aid procedures;
- Knowledge of specialist SEND resources.

Skills and Attributes

Essential

- Effective communication skills with the ability to use language and other communication skills to which pupils can relate; your written English skills should be excellent;
- Ability to empathise with the needs of primary aged pupils;
- Ability to work effectively with other colleagues, including having strong administrative skills to support the staff you are working with;
- Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes.

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the FELIX PRIMARY School Code of Conduct for Staff and Volunteers.

FELIX PRIMARY School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the school's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Manage Daily Cover

- Be in school early enough to read emails;
- If necessary, liaise with Trust recognised supply teaching agencies to secure the appropriate level of cover for lessons where cover exceeds the ability of the Cover Supervisor and spare teaching staff to cover lessons;
- Arrange the cover timetable for the day using the MIS and ensure this is widely publicised as early as possible;
- Keep records of the amount of cover undertaken by each member of staff and ensure that cover is allocated equitably and fairly over time);
- Plan ahead for known cover which arises as a result of absence approved in advance (course attendance, personal leave, etc.);
- Arrange for work and resources left by staff taking planned absence or sent in by staff taking unplanned absence to be printed, copied and placed in the right classroom to ensure cover runs smoothly during the day;
- Be responsible for the school's cover diary;
- Keep the supply teaching welcome pack up-to-date;

- Ensure all supply teachers are welcomed into the school, inducted and are given a copy of the welcome pack which provides information to assist them during their day.

Undertake Cover of Lessons

- Work under the instruction and guidance of the teacher(s) for whom cover is being providing to ensure that students continue to make the maximum possible progress in the absence of their teacher;
- Cover the absence of teachers by supervising and supporting classes of students whilst they carry out pre-set activities. These classes may be in any subject area and / or age range;
- Clearly explain to students what is expected of them in their lesson. What ^{LEP}equipment will they need? How much time do they have to do it? What should they have completed by the end of the lesson? Issue resources and explain how they are to be used effectively;
- Manage the behaviour of students in accordance with the Trust's Behaviour Policy;
- Ensure the appropriate registers are taken for the class to comply with the law and Trust policy on the completion of attendance registers;
- Ensure the safety of the students being supervised;
- Work effectively with any HLTAs or other adults in the classroom;
- Ensure a full report on the progress and behaviour of students in the lesson is provided to the absent teacher before their return to teach that class;
- Have a knowledge of Trust policies and procedures, and within their scope use initiative to deal with incidents;
- Collect completed work and any issued resources from students and return them to the teacher at the end of the lesson;
- Attend any offsite learning planned in advance (such as educational visits and trips).

Other Duties

A senior member of staff will assign duties to the Cover Supervisor when there is no cover

required. Examples of duties that may be assigned are below (this list is not exhaustive):

- Undertaking the role of a HLTA and assisting with small group work for lessons;
- Display duties around the school;
- Assisting with administration in the Main Reception office;
- Personal training / development / planning time;
- Advance planning for planned cover.

HOURS OF WORK

| | |
|------------------------|---|
| Paid weeks | Term Time plus one week (normally 39 weeks) |
| Hours per week | 40 hours |
| Normal Working Pattern | Monday-Friday 7:00am-16:00pm |
| Unpaid Breaks | 60 minutes lunch break where the working day exceeds 6 hours (or flexible to changing hours to reduce this to 30 minutes) |

| | |
|----------|--|
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time. |
| CPD Days | CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet. |
| Overtime | Additional hours may be worked by mutual agreement with the line manager and claimed on a timesheet. Additional hours will be paid at the Employee's standard rate of pay. |

REMUNERATION

Salary Details:

Points 7-11 of the SET Support Staff Salary Scale

FTE £24,294 - £25,979 per annum

Pro-rata £22,489 - £24,049 per annum

New post-holders will normally be appointed on the lower point of the salary scale.

The post-holder will be entitled to join FELIX PRIMARY School's nominated pension scheme for support staff.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.