

JOB DESCRIPTION

Job Title:	Cover Supervisor
School:	Welling
Location:	Welling School
Reporting To:	Cover Manager
Key Internal Relationships:	Senior Leadership Team, Teachers, Support Staff, Parents, External agencies and professionals

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

- Work inline with the school ethos and the trusts' vision. To undertake whole class supervision in the absence of the class teacher and deliver cover work set by the teacher or department
- You will be expected to cover at least 4 lessons each day and at times it will be necessary to cover 5 lessons during very busy periods. Non-contact time should be used for administration and other duties

Duties and Responsibilities

- To register and record class attendance and behaviour using the School's systems
- To manage student behaviour in accordance with the School's Behaviour policy
- To develop curricular knowledge as required by the School
- To support individuals or groups of students, as required, by teaching staff
- To provide administrative support for the School when not required for cover

- To take part in training activities offered by the School to gain further knowledge or where training need is identified through the School's appraisal process
- To assist the Cover Manager in building up cover resources

Duties and Responsibilities - General

- To promote the School's values and ethos in accordance with the School's Professional Code of conduct.
- To work in accordance with the guidelines set out in the school Health and safety policy and specific faculty areas
- To work actively to create and promote an engaging learning environment for all students at Welling School.
- Carry out other specific duties as directed by the Headteacher

Professional development

- Take part in the appraisal and professional development of others, where appropriate.
- To meet or exceed targets set.
- The standards of the post holder will be measured through the School's Performance Management system, setting targets linked to this job description. The job description will be reviewed annually at the performance review meeting
- Participate in arrangements for further training and professional development including those aimed at meeting the need identified in performance objectives

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school/trust.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the trust.
- Have proper and professional regard for the ethos, policies and practices of the trust, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the ROLE will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
Good level of education to at least GCSE standards or equivalent (GCSE Grade C/4 or above in English and Maths)	E	Application & Interview
Knowledge, Skills and Attributes		
The ability to motivate students, to manage their behaviour and promote and maintain a calm working environment in the School	E	Application & Interview
Ability to support the processes and procedures that promote students' learning.	E	Application & Interview
Good communication skills, written and oral.	E	Application & Interview
Very good competency in reading, writing and mathematics.	E	Application & Interview
Sound ICT skills	E	Application & Interview
Ability to relate to and work with young people.	E	Application & Interview
Self-motivated.	E	Application & Interview
Ability to plan work over time and prioritise tasks	E	Application & Interview
Ability to work as a member of a team.	E	Application & Interview
Ability to work in a flexible and responsible way with tact, discretion and confidentiality.	E	Application & Interview
Personal Qualities		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.	E	Application & Interview
Resilient, passionate, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
A positive outlook, integrity, flexibility and energy to persevere and succeed.	E	Application & Interview

Ability to work under pressure and prioritise effectively.	E	Application & Interview
Commitment to maintaining confidentiality at all times.	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview