



## Cover Supervisor Recruitment Information

Find us on:



**Facebook:** Search "The Emmbrook School"



**Twitter:** @Emmbrookschool



**Instagram:** @TheEmmbrookschool



**Website:** [www.emmbrook.wokingham.sch.uk](http://www.emmbrook.wokingham.sch.uk)



**LinkedIn:** Search "The Emmbrook School"



## Cover Supervisor (full-time)

Immediate start

We are seeking to appoint an energetic and enthusiastic individual to join our team of cover staff, who supervise classes in the absence of a subject teacher.

To be considered for the position you should:

- have a good standard of literacy, numeracy and ICT skills
- be adaptable and willing to be involved in all aspects of school life
- have an ability to work as part of a team
- have a calm manner and a good sense of humour

If you would enjoy working with young people aged 11-16 years, we would very much like to hear from you. Experience is not necessary as training will be provided.

The Emmbrook is a flourishing school full of energy and high expectations. In our most recent Ofsted (March 2017) inspection we were judged 'Good' in all areas.

We offer:

- Staff induction and on-going training.
- Well-motivated, hardworking students.
- A strong commitment to staff wellbeing with significant opportunities for personalised professional development.

The job description and application form can be found on the school website under 'Our School – Vacancies'. Please email your application form to [vacancies@emmbrook.wokingham.sch.uk](mailto:vacancies@emmbrook.wokingham.sch.uk) to arrive before the closing date.

The Emmbrook is committed to proactively safeguarding and promoting the welfare of all its students and all posts are subject to enhanced **DBS** clearance.

**Closing date for applications: 9am on 17<sup>th</sup> April 2023** (although we reserve the right to interview candidates ahead of the closing date).





## Cover Supervisor

### Job Description

<b>Job Title</b>	Cover Supervisor
<b>Salary</b>	Grade 4 (27.5 hours a week term-time only) £12,938-£14,004

**Job Purpose** To supervise classes and direct the activity of the students when the regular class teacher is unavailable due to absence.

When not covering classes, to undertake other reasonable duties, such as small group intervention work or administrative tasks, as directed.

### Line Management

Responsible to: Business Manager

Liaison with: Cover coordinator (who will determine cover allocation), teachers.

*The post-holder will carry out all teaching and other related duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to review, after consultation, at the request of the Headteacher.*

**Date of Publication** March 2023





<b>Main Duties &amp; Responsibilities</b>	
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• To register and record student attendance in lessons.</li> <li>• To instruct students regarding the work left by their subject teacher.</li> <li>• To ensure that students learn effectively throughout the lesson.</li> <li>• To provide assistance and guidance to students during lessons.</li> <li>• To provide students with the necessary resources for their learning.</li> <li>• To ensure orderly entry and exit of classrooms.</li> <li>• To ensure a calm and purposeful atmosphere for working in the classroom.</li> <li>• To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.</li> <li>• To follow school systems and procedures on behaviour management.</li> <li>• To liaise with subject teachers about cover work.</li> <li>• To provide accurate feedback to teachers regarding the effort and behaviour of students within covered lessons.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• To follow school procedure to proactively safeguard and promote the welfare of all pupils.</li> <li>• Where necessary, to invigilate examinations.</li> <li>• To support isolation and student support functions as directed.</li> <li>• To contribute to the maintenance of good order and promote the core values of the school.</li> <li>• To help maintain safe working environments</li> <li>• Any other duties, which reasonably fall within the purview of the post, may be allocated after consultation with the post-holder.</li> </ul>



## Cover Supervisor

### Person Specification

Cover Supervisor		Essential	Desirable
<b>Knowledge &amp; Qualifications:</b>	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Have A-levels	✓	
	Have a degree		✓
	Knowledge of school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which they are involved		✓
	Able to use common Information Communications Technology (ICT) tools for your own and students' benefit	✓	
	Know a range of strategies to establish a purposeful learning environment and to promote good behaviour	✓	
	Know how to establish effective working relationships with young people in order to motivate and inspire them.		✓
<b>Abilities &amp; Experience</b>	Knowledge of the national school curriculum	✓	
	Good questioning skills	✓	
	Good observation and assessment skills		✓
	Knowledge of the standard of work expected from pupils		✓
	Understanding of open-ended questioning and investigative work		✓
	Understanding of your role to assist and supervise students on particular tasks and the expected outcome of individual activities within the allocated timescale	✓	
	Excellent communication skills and interpersonal skills	✓	
	Ability to work within a team working environment and also able to work independently	✓	
	Experience working with children		✓
<b>Personal Qualities</b>	Calm under pressure, adaptable and energetic	✓	
	A caring and positive attitude	✓	
	A good listener and sensitive to students' needs	✓	
	A sense of responsibility	✓	
	Positive behaviour management	✓	
	Able to maintain strict confidentiality	✓	
	Flexibility and use of initiative	✓	
A good sense of humour	✓		