

## TONBRIDGE GRAMMAR SCHOOL PROFILE

Job Title:	Cover Supervisor (Daily Cover)
Job Holder:	
Line Managed By:	Office Manager
Salary:	TGS, 8 – 11 (£18,318 – £19,554 FTE) £15,668 - £16,724 actual pay
Hours	37 hours per week based on 39 weeks of term time including 10 Academy days. Monday – Thursday: 0800 - 1630 Friday: 0800 – 1600 Hours include a 20-minute unpaid morning break and a 40-minute unpaid lunch break.
Date:	June 2022
<p><b>Job Purpose:</b></p> <p>To support the learning of students in a supervisory role in place of teaching staff. To manage daily cover allocations. To provide learning support for targeted student groups across all year groups.</p> <p>The post holder may also be required to carry out supervisory duties, invigilate examinations, accompany school visits and carry out any other reasonable duties at the request of the line manager.</p>	
<p><b>Key Duties:</b></p> <p>Managing daily cover</p> <ul style="list-style-type: none"> <li>• To liaise with the Office Manager in the management of cover and supply staff.</li> <li>• To arrange cover where it is known in advance and ad hoc on the day.</li> <li>• To contact cover agencies and arrange for supply staff where necessary.</li> <li>• To record incoming telephone and email cover messages from staff</li> <li>• To assign cover lessons and communicate to staff</li> <li>• To be first point of contact for supply staff at the start of the day including sharing safeguarding and school procedures, lesson notes and IT equipment</li> </ul> <p>Supervising learning</p> <ul style="list-style-type: none"> <li>• To supervise lessons for teachers when they are absent from the classroom to ensure that the learning objectives set by the teacher are achieved: <ul style="list-style-type: none"> <li>○ Be proactive in ensuring that all students complete the work that has been set by the absent member of staff.</li> <li>○ Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons, including behaviour.</li> <li>○ Support the use of ICT and other equipment and materials to</li> </ul> </li> </ul>	

- enable students to achieve the set learning objectives.
  - Take a register during all lessons that are covered recording any student absence according to school policy.
  - Collect all work at the end of the lesson and return it to the teacher.
- To work with staff to uphold the school's Behaviour Policy and all policies. Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.

#### Mentoring students

- To work collaboratively with staff to develop mentoring plans that support students identified by the SENCO.
- To support individuals and groups by implementing mentoring plans that promote independent learning.
- To communicate progress with staff.

#### Supervision beyond the classroom

- To supervise of the students at lunchtime in food outlets, in the areas in which they eat their lunch in school buildings and around the school grounds.
- To supervise students on a "Bus Duty" at the end of the school day.
- To promote good behaviour and a calm atmosphere.

#### Additional Tasks

- To provide administrative support to meet the wider operational needs of the School.
- Assist in the organisation of curriculum resources to support Subject Leaders
- Accompany school visits under the direction of the lead teacher, according to the Educational Visits Policy
- Providing invigilation as directed by the Examinations Officer
- Providing support as directed by the line manager
- To play a full part in the life of the school community to support school ethos and to encourage students to follow this example
- To actively promote school policy
- To ensure personal appearance is consistently smart and professional
- To engage fully in staff review and development processes
- To demonstrate active commitment to CPD as agreed with the Line Manager

**Person Specification:***E (Essential) D (Desirable)*

## Skills

Good literacy and numeracy skills	E
Confident in dealing with young people	E
Good behaviour management skills	E
Good time management	E
Good organisational skills	E

## Technical skills

Proficiency in using IT (Microsoft Office, especially Word and Excel)	E
First Aid / Mental Health First Aid Training	D

## Knowledge

Safeguarding requirements for working with children	E
MYP and IB 7-year curriculum at TGS	D
Data protection legislation and its implications for schools	D
Health and safety issues as they relate to this environment	D
Detailed knowledge of all school policy	D

## Experience

Experience of working with young people	D
Previous work in education	D
Education: Level 3 qualifications (IB, A Level or equivalent)	E
Education: Grade C or above at GCSE English or Mathematics (or equivalent)	E
Education: Degree	D

## Personal Qualities

Positive, enthusiastic with personal drive	E
Strive for high standards	E
Maintain discretion and confidentiality	E
Committed to public and customer service	E
Work with honesty and integrity	E
Proactive in bringing about improvements to service	E
Objective and transparent in decision making	E
Hold self and others to account	E
Creative when resolving problems	E
Resilient when managing workload	E
Communicate effectively showing strong interpersonal skills	E
Reflective and committed to professional development	E
Work independently and take personal initiative	E
Collaborate and work effectively as member of a team	E
Resolve conflict with emotional awareness and empathy	E
Committed to equal opportunities	E

**Additional Notes:**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.