

Cover Supervisor

Whalley Range High 11-18 School is currently looking to appoint an outstanding individual to join their team of specialists as a full-time, term time only cover supervisor, working between 8.15am and 3.45pm.

PURPOSE OF ROLE:

To supervise whole classes during short-term absence of teachers. Cover supervisors will give instructions for a lesson as provided for by a teacher. The cover supervisor will ensure the good behaviour of the students and make sure the students engage in the learning activity. The post holder will be required to respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour, but will not be expected to undertake any planning, preparation or assessment of students' progress and/or development. Cover supervisors will be subject to general supervision and will act under the professional direction of teachers.

Your opportunity

Your key duties will be:

- To supervise lessons for absent teachers. Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.
- To allocate, explain and oversee cover work set.
- To report to the Timetable and Cover Manager any deficiencies with cover work set to include quality or appropriateness of cover.
- To offer general assistance to students in completing cover work in class.
- To follow the Whalley Range's in class behaviour management and referral systems.
- To organise the day's lessons efficiently in advance so that they run as smoothly as possible.
- To carry out break, lunch and end of the day duties.
- When not engaged in carrying out cover, to undertake administrative or student support duties at the direction of the line manager or Deputy Headteacher for Curriculum and Assessment.
- Supervision of post-16 students in their study base when required.
- To take registers in all lessons and promptly report any in lesson absences and late arrival to lessons
- To liaise directly with teachers to ensure cover lessons are delivered to a high quality.

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

What we are looking for

We look for talented individuals who want to be a part of educating successful young women at Whalley Range High 11-18 School and helping create exceptional places of learning. The successful candidate will have:

- Qualifications to A Level standard or equivalent
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students
- Basic knowledge of SEND and other learning barriers
- Strong organisation and time management skills
- Relevant experience in successfully supervising groups of secondary school aged children
- Previous experience in a school or comparable large organisation
- Understanding of a secondary school environment
- Effective use of ICT to support learning

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self-motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workload demands and new school challenges.

Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.

Personal commitment to continuous self-development.

A commitment to school improvement.

Personal commitment to the school's professional standards, including dress code, at all times

Be willing to consent to and apply for an Enhanced Disclosure & Barring Service (DBS) check.