



WEST HATCH HIGH SCHOOL

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mr D Leonard BSc (Hons), Med

High Road, Chigwell, Essex, IG7 5BT

COVER SUPERVISOR

Required as soon as possible

31.25 hours per week

38 weeks per year plus 1 week CPD/term time

Band 3 Point 17-25 £14,014 - £17,199 (Actual salary)

We are looking for a high calibre applicant to join our Cover Supervision team in our busy and popular school. You will be required to supervise whole classes to cover the short term absence of a teacher. Work is set for covered lessons by the class teacher and you will teach across a range of subjects and year groups. The post is also suitable for those considering teacher training, offering valuable experience.

West Hatch is a family and we are dedicated to developing staff and students into successful leaders. We offer wide ranging opportunities for staff to develop and take on roles that will support and open doors for them to progress in the future.

This is an exciting time to join West Hatch with an expansion of 350 students, links being developed with UEL to create a bespoke MA pathway for staff and a thriving Sixth Form in the top 25% of schools Nationally over the last three years; come and be a part of our future.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at **www.westhatch.essex.sch.uk**

Closing date: Monday 25th February, midday.

High Road, Chigwell IG7 5BT
Tel: 020 8504 8216 Fax: 020 8559 2695
Email: admin@westhatch.essex.sch.uk
www.westhatch.essex.sch.uk

West Hatch High School

JOB DESCRIPTION: **Cover Supervisor**
LGS Band 3 Pt. 17-25
Term time only

Responsible to: Cover Managers

Purpose of Post: To supervise whole classes during the short-term absence of teachers. The Cover Supervisor will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. The Cover Supervisor will respond to general questions and provide general feedback to teachers, but will not be required to undertake 'specified work' (planning, preparation, assessment, recording and reporting of achievement, progress and development).

Working Hours 30 hours - 8.40 – 3.10 p.m. (This includes an unpaid lunch break of 30 minutes).

Duties and Responsibilities:

Support for Pupils

- * Supervise pupils engaged in learning activities
- * Act as a role model and set high expectations of conduct and behaviour
- * Promote the inclusion and acceptance of all pupils within the classroom
- * Keep pupils on task and respond to general queries
- * Deal with any problems or emergencies according to the school's policies and procedures

Support for Teachers

- * Provide objective and accurate feedback to the teacher on the conduct of the lesson
- * Keep appropriate records as agreed with the teacher
- * Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- * Participate in staff development and the performance management scheme

In addition

- * To cover registrations or do a duty as required
- * To invigilate examinations if required

If time permits

- * To provide classroom support
- * To assist with school trips
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- * To support school clubs
- * To provide admin support in designated areas and also whole school where required

Support for the Curriculum

- * Support the use of ICT where appropriate
- * Make appropriate use of equipment and resources

Support for the School

- * Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection,
- * Report all concerns to an appropriate person
- * Be aware of and support all pupils in having equal access to opportunities to learn and develop
- * Participate in training and other learning activities as required
- * Attend relevant school meetings as required
- * Respect confidentiality at all times

The above is not necessarily an exhaustive list of the duties to be undertaken and can be amended with negotiation. This is particularly true of new and evolving roles.



West Hatch High School

Person Specification for Cover Supervisor

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Successful recent experience working with children in a school/early years environment Educated to NVQ Level 3 in learning support/early years or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and good understanding of the School
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Good working knowledge of ICT to support learning
Communication	Written	Ability to write detailed reports, letters etc
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Specialist language/communication skills if appropriate
	Negotiating	Ability to negotiate effectively with adults and children
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy and strategies which contribute to a purposeful learning environment.
	SEN	Successful completion of training to support SEN if appropriate
	Curriculum	Detailed understanding of the school curriculum Good working knowledge of specialist curriculum area(s) if appropriate
	Child Development	Detailed understanding of child

		<p>development</p> <p>Ability to assess progress and performance and recommend appropriate strategies to support development</p> <p>Motivate, inspire and have high expectations of pupils</p>
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers and contribute to group thinking, planning etc.
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Contribute to the development and implementation of effective systems to share information
Responsibilities	Organisational skills	<p>Good organisational skills</p> <p>Ability to remain calm under pressure</p> <p>To be flexible</p> <p>Follow instructions accurately</p>
	Line Management	Ability to manage and support the work of others
	Time Management	<p>Ability to manage own time effectively</p> <p>Ability to adapt quickly and effectively to changing circumstances/situations</p>
	Creativity	Demonstrate creativity and an ability to resolve problems independently
General	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understanding and effective implementation of child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	<p>Demonstrate a clear commitment to develop and learn in the role</p> <p>Ability to critically evaluate own performance</p>