



Holme Grange School

Job Description Cover Supervisor – Years 5-11

Holme Grange School

As a member of staff at Holme Grange School you should:

- Be true to Holme Grange Mission Statement and work to achieve the ideals set out
- Foster a good quality of relationships with children and their families, particularly those in their class, being aware of the pastoral role that is necessary in a good school
- Be wholeheartedly committed to the Christian aims and ethos of the school and be able to implement those aims in your work
- Contribute to the ethos of Holme Grange
- Treat all children as in your care and not just in your class
- Encourage the home/school partnership and contribute to the life of the school
- Foster a learning environment and educational experience which provides students with the opportunity to fulfil their individual potential

Introduction

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher or other Senior Manager if appropriate, who will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description.

Overall Purpose of the Job

To take responsibility for groups and classes to cover the short- term absence or unavailability of the designated class teacher. Though the role could sometimes cover Year 5 and 6 (Prep) it is more likely to cover Years 7 – 11 (Eaton Grange). When not covering lessons the Cover Supervisor will be expected to engage in activities as detailed below.

Reporting to: Deputy Head as line manager and Lead HLTA for day to day task management.

Key Responsibilities:

- To take responsibility for groups and classes to cover the short-term absence or unavailability of the teacher;
- To take registers in Engage; ensuring cover classes are registered;
- To supervise and direct the class to complete the work that has been set, in accordance with school policies;



- To liaise with other teaching staff and Heads of Department where appropriate regarding the work set;
- To follow the school procedure to collate work and report back as required at the end of each lesson;
- To manage student behaviour in line with school policies and procedures;
- To establish good working relationships with students and act as a role model;
- To cover tutor groups where required; registering students and delivering tutor time activities;
- To liaise with the Senior Team re. cover and duties / work expectations each day;
- To take part in whole school training as required;
- To follow all safeguarding and data protection procedures;
- To provide general support as required by the school.

The post holder will be expected to undertake other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification, therefore it would suit an HLTA or a teacher.

Person Specification

Essential:

- Experience of working in a school environment;
- Strong Numeracy and Literacy Skills;
- A flexible approach to workload and priorities;
- Excellent organisational skills;
- Personal and professional integrity, including modelling positive values and classroom behaviour;
- Commitment to working with others to secure the best outcomes for our students;
- Commitment to inclusion, equal opportunities, and the safeguarding and wellbeing of students.

Desirable:

- Educated to degree level or equivalent;

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

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



Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 description is current at the date shown, but following consultation with you, may be changed by the SMT to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Safeguarding Statement

Holme Grange is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level. A Prohibition Check is also carried out. Holme Grange School is an equal opportunities employer.