



# KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

*In pursuit of educational excellence for all*

## King Edward VI Camp Hill School for Girls

### Cover Supervisor Information pack



Dear Applicant,

Thank you for requesting information on our Cover Supervisor post.

This pack gives you more information about the post.

If you visit our website you will see academic results are outstanding and girls make excellent progress as they move through the different key stages.

Pupils tell us that they also find this a happy and caring place to be, with excellent relationships between the girls and with staff.

This is an exciting School where pupils experience a high quality range of curricular and extra-curricular opportunities and where they can develop a love of learning, respect for each other and the leadership skills needed for successful careers.

We look forward to hearing from you.

Best wishes

Linda Johnson

Head Teacher

## Job Description: Cover Supervisor

### Line Manager: Assistant Head

The Cover Supervisor role involves: supervising a class or group of pupils who will be carrying out work set by a teacher; managing the behaviour of those pupils; dealing with issues that arise; and reporting back. There may be the opportunity for some teaching for a suitably qualified applicant. The role can also include other duties outside the classroom where appropriate and as time permits.

The following has been prepared to give some guidance on the role – it is not meant to be an exclusive list.

	COVER SUPERVISOR
Circumstances when used	Normally when a teacher is absent
Qualifications	Qualified Teacher Status is preferred, but other relevant experience is acceptable.  Ability to teach PE would be a distinct advantage.
Lesson Activity	Distribution and collection of work. All pupils work under direct supervision of Cover Supervisor who supervises work. The Supervisor should be able to deal with routine enquiries and should play an active role in the classroom, moving around the room, directing pupils to the tasks and responding to routine queries regarding the work set.
Lesson Preparation	It is anticipated that materials will be provided by the absent teacher or subject leader.
Classroom Discipline	Expected to maintain classroom discipline in line with school policy.
Work Assessment	Not expected to assess work.
Attendance at departmental staff and parents' evenings meetings	Attend and participate in scheduled meetings where appropriate.
Administration support for school	May include the production and distribution of attendance reports for identified groups of pupils/tutor groups on a weekly basis.
Parental Liaison	Liaise with parents where appropriate.

### Duties:

Cover Supervision responsibilities will include:

- Acting as a Form Tutor for absent staff.
- Acting as a Subject Teacher for absent staff.
- Providing information and feedback to teachers about pupils' progress and related issues.
- Supporting pupils in the use of resources.
- Supervising pupils on visits, trips and out of school of activities when agreed.
- Providing general administrative support to support the smooth running of the School as required by the School.

- Effectively supervising pupils at breaks as part of a duty team.
- Effectively supervising lunchtime homework club if required.
- Effectively supervising study groups after school if required.
- Being aware of and complying with all school policies, procedures and rules.
- By using own skills and by adopting a high standard of personal behaviour, encouraging and supporting pupils to take part in school life, behave responsibly and do well.
- Other duties to support the effective and efficient running of School.

**When not required for cover supervision administrative duties will include:**

**Support to the teacher(s)**

- Mounting and maintaining classroom/corridor displays
- Making telephone calls
- Maintaining records, processing data, preparing summaries of data.
- Minute-ing meetings
- Filing
- Cataloguing and stamping equipment and materials

**Support for the School:**

- Attending full staff and departmental meetings as required and supporting departmental events/extra-curricular activities. Production and distribution of attendance reports for identified groups of pupils/tutor groups on a weekly basis.

**Support with the curriculum:**

- Coordinating and producing web-based resources and materials for use on interactive whiteboards
- Word processing schemes of work, lesson plans, assembling and disseminating relevant documents, lesson materials, collating department handbook, processing examination results
- Maintaining, organising and producing resources.
- Supervising individual/small groups of pupils

This job description should be read in conjunction with the contract issued on appointment by the Foundation Office. The post is subject to national conditions of employment and any changes which impact on the fulfilment of responsibility.

The many and varied tasks involved in the administration of the school require a team effort with a flexible approach and a willingness to co-operate with other members of staff.

A high priority is to be given to standard of presentation of all written communication, booklets and information sheets.

Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.

Closing date for applications will be Monday 4 June 2018 by 4.00pm.

## Person Specification: Cover Supervisor

	Essential	Desirable
Education and qualifications	GCSE or equivalent including maths and English  GCE Advanced level or equivalent	Formal further education qualification in relevant discipline  Ability to teach PE
Relevant experience		Recent secondary classroom experience
Specialist knowledge		PE
Skills	Ability to relate to teachers, other professionals, parents and pupils  Ability to work on own initiative  Enthusiastic, innovative and forward-looking  Willingness to undertake training as required.  Excellent attendance and punctuality  Ability to work under pressure and managing the workload to meet deadlines	Ability to work to professional standards, to develop effective working relationships, think independently and make judgements and to influence others through persuasion/discussion

Linda Johnson, Head Teacher

May 2018