



WOLVERHAMPTON GIRLS' HIGH SCHOOL

Mrs T Young Headteacher
Tettenhall Road
Wolverhampton
WV6 0BY
Telephone: 01902 551515
www.wghs.org.uk

11-18 selective girls' grammar school with Academy Status.
1066 students

Cover Supervisor With effect from September 2021

NJC Grade 5 (Point 12 -16) £12.20 to £14.02 per hour
Term-time only paid for 44.5 weeks - 31 hours, 40 minutes per week
8.50am to 3.40pm (Monday - Friday)

We are seeking to appoint a Cover Supervisor whose main responsibility is to manage classes during the short-term absence of teachers, ensuring that pre-prepared activities are undertaken by students. This is a pivotal role and the person/s appointed will work closely with teaching staff and the other cover supervisors.

The ability to demonstrate a positive but firm approach to students to support their learning is essential. Appropriate training will be provided.

Visit our website www.wghs.org.uk for further information about the above post and the employment application form.

Closing date for applications: 9.00am on 8th September
Interviews will be held as soon as possible

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK.



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Job Description

POST TITLE:	COVER SUPERVISOR
Purpose and Responsibilities:	To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures. To respond to general questions and provide general feedback to teachers.
Reporting to:	Deputy Headteacher
Working Hours	Term-time only 8.50am to 3.40 daily with 30 minutes for lunch
RESPONSIBILITIES AND ACCOUNTABILITIES	
Supervisory	<p>In the absence of a teacher, to supervise students engaged in learning activities and to be solely responsible for a class of students during lesson time.</p> <p>To inform students of the work set ensuring that they are aware of the teacher's expectations, and to keep pupils on task whilst responding to general enquiries.</p> <p>To motivate students to complete activities set by the teacher and encourage students to interact and work co-operatively with others to ensure that students are engaged on the activities set.</p> <p>To assist students as appropriate to undertake the learning activities set.</p> <p>To be available for duties at lunchtime if necessary.</p> <p>To establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.</p> <p>To check the cover email account and prepare work as and when required for classes.</p>
Behaviour	<p>To manage the behaviour of students whilst they are undertaking learning activities in order to promote and maintain a calm, purposeful and constructive working environment.</p> <p>To act as a role model and to set high expectations of conduct and behaviour in line with the School's Behaviour Policy.</p>

Record keeping	<p>To provide objective and accurate feedback to the teacher concerning the conduct of the session and behaviour of students.</p> <p>To keep records as agreed with the teacher.</p> <p>To collect completed work after the lesson and return it to the teacher as appropriate.</p>
Whole School	<p>Ensure that output and quality of work is of a high standard and complies with current standards.</p> <p>To deal with any immediate problems or emergencies in accordance with the School's policies and procedures.</p> <p>To accompany teaching staff and students on educational visits and out of school activities if necessary.</p> <p>To ensure the health, safety and welfare of students is maintained at all times.</p> <p>Take an active part in appraising their own work against agreed priorities and targets in accordance with the School's professional development and supervision arrangements.</p>

- 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 post and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown but, following consultation, may be changed to reflect or anticipate changes in the post which are commensurate with the salary and job title.

Signed: Date:

Print name:

Person Specification

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE	
ESSENTIAL	<p>NVQ Level 3 or equivalent. Professional development training relevant to this post. Knowledge of a range of strategies to promote good behaviour. Awareness and understanding of the school's policies and procedures. Awareness of policies and procedures relating to child protection; health, safety and security; confidentiality and data protection; equal opportunities; other relevant legislation. At least two years' experience of working effectively in a learning/ child care environment with children/young people of a relevant age. Good organisational skills. Competent in the use of ICT.</p>
DESIRABLE	<p>HLTA or working towards this qualification. Appropriate First Aid training. Awareness of the statutory frameworks relevant to the role. Experience of working in a school environment.</p>
INTERPERSONAL SKILLS	
	<p>Excellent numeracy and literacy skills. Able to communicate effectively both orally and in writing with staff, students, parents and outside agencies. Able to relate well to children and adults, demonstrating empathy and being able to listen and respond appropriately. Able to manage the behaviour of students to promote and maintain a calm working environment.</p>
PERSONAL QUALITIES	
	<p>Willing to seek and respond to advice and support when necessary. Sense of humour. Has energy and stamina.</p>