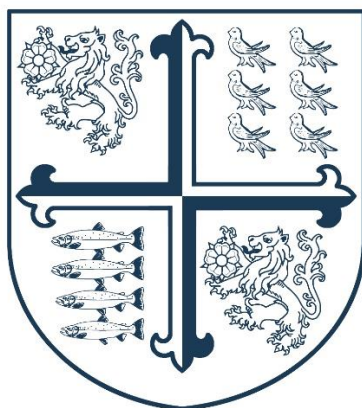


Bournemouth School



Information for Applicants

Cover Supervisor

Bournemouth School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure.

✓ Hard Work

✓ Discipline

✓ Smart Appearance

✓ Respect



November 2024

Dear Applicant

Cover Supervisor

Thank you for expressing interest in the post of Cover Supervisor at Bournemouth School. The on-line application form can be found on our website under Vacancies. Please find enclosed:

- Job Description
- Map of Area

I hope that you will find these helpful in deciding whether this is the job for you and for preparing your application. We also invite you to look at our school website (www.bournemouth-school.org).

The closing date for applications is 9.00 am on **5 November 2024**. If you require any further information regarding the application process or the school, please contact Mrs Katie Ateaque on 01202 512609 or e-mail kateaque@bournemouth-school.org. Please note: we may interview and appoint a suitably qualified applicant before this date.

I look forward to receiving your application.

Yours sincerely

Dr Dorian P Lewis
Headmaster



Bournemouth School

Job Description

Job Title:	Cover Supervisor	Hours:	37 hours per week 0800-1630 Monday-Thursday 0800-1600 Friday
Employer:	Bournemouth School (Academy)	Worked Weeks:	39 weeks (38 weeks term time plus 1 week INSET)
Pay Range:	£20,437 - £22,221 (actual salary) £12.39 - £13.47 per hour	Grade:	BS Grade 6, point 6-11
The pro rata salary shown is based on the number of hours and weeks worked and paid annual leave entitlement for an employee under 5 years' service.			
Reports to:	Deputy Headteacher in charge of Cover		

Main job purpose

- This is primarily a role based in a classroom or other learning environment.
- The primary purpose of the Cover Supervisor is to supervise and support pupils who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy.
- Cover supervisors will have high expectations of all pupils and respect for their social, cultural, linguistic, religious and ethnic backgrounds.
- They may however carry out work specified in the regulations made under section 133 of the Education Act 2002, under the direction and supervision of a qualified teacher.
- This postholder will be deployed on a daily or short term basis to cover the short term absence of a teacher. Deployment may therefore change on a daily basis.

Essential requirements

- Level 2 qualifications in English and Mathematics (GCSE level 4 or above or equivalent).
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Ability to work well in a team and independently.
- Excellent communication skills, both written and verbal.
- IT literate.
- Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations.

Main responsibilities and duties

1. To take sole charge of a group or class of pupils in the short term or unforeseen absence of their usual teacher.
2. Registering attendance in accordance with school policy.
3. Responding to any questions from pupils about process and procedures and the work that they are engaged in. Supporting pupil use of associated resources.
4. Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.

5. Dealing with any immediate problems or emergencies according to the school's policies or procedures.
6. Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made.
7. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson(s) and any issues arising.

Knowledge & skills

Essential:

- Know and be able to apply consistently a range of school policies, particularly those regarding health and safety, equal opportunities, behaviour management, child protection and special educational needs and disabilities (SEND).
- Have the necessary skills to manage safely, the classroom activities, the physical learning space and the resources for which s/he is responsible.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.

Desirable:

- Recent successful experience working with secondary-aged students in an educational environment.
- Flexibility and initiative.

Problem solving and creativity

- Use of a variety of interpersonal skills and strategies to establish supportive and positive relationships with students.
- Know and use the school's referral system as appropriate in the event of problems with an individual student, or class or other adult.
- Flexibility in carrying out duties will be required.

Key contacts and relationships

- Attempt to establish relationships with students, treat them consistently, with respect and consideration, and be concerned for their progress during the period of supervision.
- Model and promote the positive values, attitudes and behaviour expected from the students with whom they work.
- Know when to seek help and advice.

Decision making

- There will often be a need to make immediate decisions, without initial referral to others, in relation to classroom management, the care, control and safety of students and maintaining a safe and healthy learning environment.

- Take classes when the teacher is not present to supervise pupils engaged in work set by a teacher, to maintain discipline and Health & Safety.

Resources

- Books, stationery, writing equipment.
- ICT and AVA equipment.

Working Environment

- Frequent use of IT equipment.
- Lifting of books and equipment.
- The post holder will be required to work throughout the site (including at the Sir David English Sports Centre and on more than one floor), in a variety of learning environments including classrooms and specialist areas.
- Meeting the needs of students may be demanding both physically and emotionally.
- Large secondary school with 1200 students and 150 staff.
- Occasional disruption to planned tasks and order of tasks by students and colleagues.
- Occasional requirement to work outside the normal school environment e.g. visits.

Other

The postholder may be required to undertake such other duties as are required and are commensurate with the level of responsibility of the post.

Bournemouth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

This role is UK based and your Right to Work will need to be established as part of the appointment process.

The salary quoted is the annual salary for the position at the time of advert and this will be paid in 12 equal monthly instalments. An adjustment may be made at the point your employment ends to reflect your holiday entitlement and to ensure that you are paid accurately for the number of days worked in any academic year.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The postholder, irrespective of his/her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

This job description is neither exclusive nor exhaustive, it is a working reference document, to be reviewed as part of the post holder's annual appraisal review and revised as applicable whenever there is a significant change to the job purpose, objectives and/or key responsibilities of the role, in consultation with the post holder.

Job description prepared by:	Dorian Lewis
Designation:	Headteacher
Date:	October 2024

LOCATION MAP

Bournemouth School • East Way • Bournemouth • BH8 9PY • 01202 512609

