September 2024

Dear Applicant,

Thank you for your interest in the Cover Supervisor Position. Please see below and outline of the vacancy along with the relevant contact details, Job Description and Person Specification

**COVER SUPERVISOR**

**Full time based on 37 Hours per week, Term Time only (39 weeks).**

**Grade 12 - £22,937 – £25,262** (full time annual gross salary).

**Working hours** Mon - Thurs, 8.30 – 4.30pm and Fri 8.30am- 4pm – 37 working hours

We are looking an experienced and talented individual who is looking to make a difference in young people’s lives, to join our team. As a Cover Supervisor you will play a vital role in maintaining a positive and productive learning environment, ensuring that pre-prepared work is delivered effectively to our young people. Your adaptability and flexibility will be put to the test as you navigate different school environments and age groups. An ability to communicate effectively with young people, as well as dealing with their emotional and practical needs. This position requires a level 4 qualification.

**To obtain an application pack please view** [**http://www.fairmeadschool.com/vacancies**](http://www.fairmeadschool.com/vacancies) **or contact** [**Recuritment@fairmeadschool.com**](mailto:Recuritment@fairmeadschool.com)

**Prospective candidates are warmly invited to visit our school; this can be arranged by contacting** [**SPhipps@fairmeadschool.com**](mailto:SPhipps@fairmeadschool.com)

**Closing/Shortlisting Date: Tuesday 15th October Interviews: Thursday 17th October.**

Fairmead School is committed to safeguarding the school community. All job applications must contain the disclosure of any spent convictions and cautions. The school will carry out pre-employment vetting procedures, which include an online search for shortlisted candidates and the successful outcome of an enhanced DBS

Yours sincerely



Tracy Felstead

**Headteacher**

ABOUT FAIRMEAD SCHOOL

Fairmead School is situated on the North Eastern outskirts of Yeovil in the County of Somerset. It has a very wide catchment area taking in students from across South Somerset and into parts of Dorset. The school, which currently has 152 students on role, caters for students with MLD and ASD, aged between four and nineteen years.

Principles

We seek to provide a friendly, caring environment for all our children to reach their potential through high quality teaching and learning that supports the development of life-long learning skills, self-esteem and celebrates individual success. The school is committed to the philosophy of equal access to educational opportunities through the National Curriculum and to the provision of suitably differentiated programs of study to meet individual needs. The teaching and learning styles reflect the ethos expected by the Governors and staff in promoting a calm and co-operative atmosphere for work. Codes of conduct and expectations of positive behavior are based upon the principles outlined in the School Behavior Policy, which was developed with all members of the school community (including Governors and parents). It promotes mutual respect and consideration of everyone. We therefore have high and consistent expectations of all who belong to, or are connected with the school.

Staff and Governors work in partnership with parents and other professional agencies. The school philosophy is founded upon an appropriately challenging and stimulating curriculum where students realise their potential and achieve to the best of their ability. At Fairmead School student attainment is achieved through individual programs of study that are enhanced by extra-curricular activities. Fairmead School seeks to create a happy and supporting environment for all students and staff that encourage everyone ‘to be the best we can be.

**Job Description**

**Role: Cover Supervisor**

**Scale: Grade 13 - 12**

**Main purpose**

Responsible for supervision and management of classrooms in the absence of a qualified teacher. To maintain order and ensure students adhere to school’s expectations, delivering pre-prepared lesson materials. You will play a vital role in maintaining a conducive learning environment during a teacher’s absence whilst facilitating the continuity in a pupil’s education and supporting the school's operations by ensuring that lessons run smoothly and pupils are engaged in productive activities.

**Duties and responsibilities**

**SUPPORT FOR PUPILS**

* Flexibility to adapt when working with a cross-section of key stages at differing levels in an
* SEN environment
* Supervise and support pupils ensuring their safety and access to learning.
* Establish good relationships with pupils, acting as a role model
* Promote the inclusion and acceptance of all pupils.
* Encourage pupils to interact with others and engage in activities
* Encourage pupils to act independently as appropriate.
* Promote self-esteem and build life-long learning skills.
* Provide feedback to pupils in relation to progress and achievement
* Support children’s progress and achievements
* To support pupils with communication difficulties within the classroom.

**SUPPORT THE TEACHER**

* Taking the lead in the absence of teacher, conducting pre-planned lessons
* Managing handovers to teaching staff
* Liaise with classroom teachers;
* Create appropriate resources reflecting the various needs of students across the class as agreed by the teacher;
* To provide regular feedback to the Teacher
* Support the management of student behaviour under the direction of the Teacher.

**GENERAL – KEY SKILLS**

* Presenting a high level of verbal and written communication
* Demonstrating efficient organisation of resources and materials
* Technological proficiency for educational tools
* Effective time management for lessons and administrative tasks
* Approachability and positive interpersonal skills

**OUTSIDE NORMAL LESSON TIMES**

Cover supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include; registration, supervision of students at the start and end of the day and during breaks and lunchtime. Cover supervisors may be also be asked to assist teachers in undertaking these tasks

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**TRAINING AND DEVELOPMENT**

Undertake training as appropriate for the role

**SUPPORTING THE SCHOOL**

The cover supervisor will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Cover Supervisor will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher/Head of School.

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting all concerns to an appropriate person
* Vigilant safeguarding of all pupils and staff across the school, observing, monitoring and reporting all concerns to the relevant designated safeguarding leads.
* Be aware of and support differences ensuring all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times, including before and after school, break times and lunchtimes.
* Accompany teaching staff and pupils on visits, trips and out of school activities as required.
* To participate actively in supporting the principles and practice of equality of opportunity as laid down in the school’s policy.
* To comply with all Health and Safety legislation and school policy as appropriate (NB the exact responsibilities will depend on the post)
* As a term of employment to carry out any other reasonable duties and/or times of work as may be reasonably required of you in accordance with the grade and general level of responsibility within the organisation.

**Person Specification - Cover Supervisor**

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| **TRAINING AND QUALIFICATIONS** |
| Level 4 Qualification |

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| **PROFESSIONAL COMPETENCIES** |
| Experience of working to high standards of achievement |
| Participation in initiatives linked to development and improvement |

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| **PERSONAL SKILLS AND ABILITIES** |
| Excellent communication and interpersonal skills |
| Working with others |
| Ability to work to high standards |
| Think creatively to anticipate and solve problems |
| Ability to work under pressure in a busy school environment |
| Ability to self-start and show initiative |

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| **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING** Experience of: |
| Working as part of a team |
| Showing initiative |
| Working to time-based schedules |