



**BOURNEMOUTH SCHOOL
FOR GIRLS**

Cover Supervisor

Bournemouth School for Girls



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Dear Applicant

Thank you for your interest in our role of Cover Supervisor.

The post holder will bring the skills to manage classroom activities, the physical learning environment and individual behaviour needs in line with school policies. In return the school brings a positive learning culture, students that are actively engaged in learning and exceptional student to student and student to staff relationships.

Bournemouth School for Girls is a girls' 11-18 selective academy which has the core aim of developing well rounded young people who, as well as achieving outstanding academic results, are ready to make a positive difference in the world. BSG is a very special place in which to learn and with over 100 years of academic excellence we have a strong reputation both locally and nationally. Achievement is consistently high and BSG has maintained its position as one of the top state girls' schools in the country for both progress and achievement. A key aim is to be a great school to work and learn at.

Applications need to be submitted on the Application Form for Support Staff which can be found on our website www.bsg.bournemouth.sch.uk

Applications may be submitted by post or by email to lmckenzie@bsg.bournemouth.sch.uk

Deadline for submission of your application is Wednesday, 23rd November 2022

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ.
Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.





Job Description and Person Specification

Post Title: Cover Supervisor
Responsible to: Deputy Headteacher

Core Purpose of the Role

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.

Key Responsibilities

Cover supervision is likely to include the following core elements:

- To take sole charge of a group or class of pupils in the short term or unforeseen absence of their usual teacher.
- Registering attendance in accordance with school policy.
- Responding to any questions from pupils about process and procedures and the work that they are engaged in. Supporting pupil use of associated resources.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive learning environment.
- Dealing with any immediate problems or emergencies according to the school's policies or procedures.
- 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.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson(s) and any issues arising.
- Available on a rota basis to support first aid functions of the school.

Knowledge and 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 (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 as a Teaching Assistant or similar position within an educational environment.
- First aid qualification.



Supervision and Management

- To work to a designated member of teaching or support staff according to the school's normal policy and practice for covering absent teachers.
- To supervise pupils and their learning within the context of the learning environment, in accordance with the learning activity/work set.
- To supervise the work of other adults normally present in the learning environment.
- The post holder will often be required to work without direct supervision. Supervision will be present where necessary.

Problem Solving and Creativity

- Use a variety of interpersonal skills and strategies to establish supportive and positive relationships with pupils.
- Know and use the school's referral system as appropriate in the event of problems with an individual pupil, or class or other adult.
- Flexibility in carrying out duties will be required.
- Ability to deal with changing and conflicting deadlines and frequent interruptions to work.

Key Contacts and Relationships

- Attempt to establish relationships with pupils, 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 pupils 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 teachers, in relation to classroom management and the care, control and safety of pupils.
- Cover supervisors will be employed to 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

- Normal school environment.
- Frequent use of ICT and AVA equipment.
- Lifting of books and equipment.

Academy Ethos and Culture

- To continue personal development as agreed at appraisal reviews.
- To engage actively in the appraisal review process.



- To play a full part in the life of the Academy community; to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To carry out other reasonable tasks from time to time as directed.

Salary and Benefits

The post holder will be paid on Grade 6, £20,043 to £21,269 FTE. (pay award pending which is likely to increase FTE salary by £1,950)

Holiday entitlement will be 5 weeks (25 days) increasing to 5.6 weeks after 5 years' service. All holidays are required to be taken within the school holiday breaks.

This role is term time only including 5 staff training days.

Grade point incremental pay structure.

Local government final salary pension scheme.

Access to salary sacrifice benefits such as cycle to work.

Free use of new and highly equipped gym (conditions apply).

Free parking on site.

Terms and conditions

The post is subject to successful completion of 6 months' probationary period, satisfactory references, medical and DBS clearance.

