



## Chipping Norton School

### Advert

Chipping Norton School is looking for the right person to take on the role of:

**COVER SUPERVISOR (fixed term)  
31.25 hours per week, term time only  
Salary grade 6 (£18,672-£20,541) pro rata**

We would like to appoint a cover supervisor whose primary role will be to supervise and assist students with their learning in the absence of the classroom teacher. The role will be flexible to include supporting individual or groups of students and assisting specific departments with routine administrative tasks. A comprehensive induction programme and training will be provided. The post is available immediately.

If you are interested, please complete a Chipping Norton School application form and include a letter (of no more than 2 sides of A4) outlining your reasons for applying and your suitability for the post. Application forms and further details are available on the school's website or from Morag Robinson (tel. 01608 649500; email [office.4010@chipping-norton.oxon.sch.uk](mailto:office.4010@chipping-norton.oxon.sch.uk)). The closing date for receipt of applications is Friday 11 January 2019.

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. Chipping Norton School is an equal opportunities employer.

Burford Road, Chipping Norton, Oxfordshire, OX7 5DY  
Telephone: 01608 642007  
Email: [office.4010@chipping-norton.oxon.sch.uk](mailto:office.4010@chipping-norton.oxon.sch.uk)

Chipping Norton School is an academy owned and operated by the River Learning Trust which is an exempt charitable company limited by guarantee registered in England and Wales with registered company number 7966500 and its registered office is c/o The Cherwell School, Marston Ferry Road, Oxford OX2 7EE

**CHIPPING NORTON SCHOOL – JOB DESCRIPTION**

<b>Job Title</b>	Cover Supervisor	<b>Department</b>	Personnel & Administration
<b>Reporting to</b>	Assistant Headteacher	<b>Grade</b>	6 (£17,891-£19,939 pro rata)
<b>Hours per week</b>	31.25	<b>Hours of work</b>	08.30-15.15 (less 30 min lunch break) Term time only (39 weeks)

The Cover Supervisor would be required to supervise classes or groups of students for teachers who are absent from school or otherwise unavailable to teach. Evidence of confidence and competence in managing young people is essential.

**Key Responsibilities**

- To undertake lesson, registration and duty cover for absent staff.
- To undertake emergency exam invigilation if required.
- To undertake student supervisory duties as required when not covering for an absent teacher, either with individuals or small groups.
- To support designated departments as required when not required for cover duties.

**Duties**

- Collect and study cover work set for assigned lessons. Seek any clarification necessary from the teacher setting the work or the Head of Department.
- Arrive promptly to cover lessons.
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson.
- Mark the class register at the beginning of each lesson and sit students according to seating plan.
- Supervise work set by the teacher.
- Manage behaviour in the classroom.
- Report on the behaviour of pupils using the school's agreed referral procedures.
- Deal with any serious behaviour problems in line with school policies.
- Show interest in work and answer any queries where possible. Use praise to help motivation.
- Ensure that the room is tidy and dismiss in orderly fashion at the correct time.
- Feedback (both positive and negative) to the class teacher.

**When not required to cover a lesson**

- Carry out the subsidiary tasks agreed with Assistant Headteacher – e.g. support in lessons, small group work, department support, admin assistance.

**General**

- To be familiar with and adhere to relevant school policies and Health and Safety requirements.
- To attend INSET as required
- To participate in the School's Appraisal system and to engage in appraisal review

## Person Specification for Cover Supervisor

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>
<b>Student Wellbeing</b>	<ul style="list-style-type: none"> <li>Enhanced Disclosure and Barring Service Certificate</li> </ul>		Certificate
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs (A-C) including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>High-level vocational qualifications or degree</li> <li>A levels</li> </ul>	Letter Application form References
<b>Experience</b>	<ul style="list-style-type: none"> <li>Recent experience of working with young people in a learning environment providing support, assistance and guidance to students</li> </ul>	<ul style="list-style-type: none"> <li>Recent experience of supporting students in a school environment</li> </ul>	Interview Letter Application Form
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>Effective behaviour management</li> <li>The ability to empathise with young people and build positive relationships</li> <li>The potential to develop his/her own career further</li> <li>The ability to communicate effectively with students, staff and parents</li> </ul>	<ul style="list-style-type: none"> <li>The ability to take initiative</li> <li>The ability to work alongside a range of professionals</li> <li>Previous experience of working in a flexible way</li> <li>An awareness of the school curriculum</li> <li>Willingness to contribute to extra-curricular activities</li> </ul>	Interview References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>High expectations of students and colleagues.</li> <li>Enthusiasm, determination and commitment.</li> <li>Open-mindedness.</li> <li>A forward thinking approach.</li> </ul>	<ul style="list-style-type: none"> <li>Charismatic</li> <li>Sense of humour</li> </ul>	Interview