



<b>Job Title</b> Cover Supervisor		<b>School</b> Harvills Hawthorn Primary School	
<b>Post No.</b> ECS53	<b>Grade</b> Band D	<b>Service</b>	<b>Location</b>
<b>Responsible to</b> Head Teacher	<b>Contacts</b>	<b>Persons responsible for:</b> <i>(May be presented in the form of an organisation chart)</i> <b>Attach separate sheet</b>	
		Special conditions	
<b>Working hours</b> 30 hours per week 8:45am – 3:30pm		<b>Conditions of Service</b> NJC	

**This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.**

**Job Summary**

Taking charge of a group or class under the direction and control of the Head Teacher, or other designated member of staff.

**Your current duties and responsibilities are:-**

1. Supervision of a group or class who are undertaking preset work.
2. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy.
3. Respond to any questions from pupils about process and procedures.
4. Dealing with immediate problems or emergencies according to school policies and procedures.
5. Collection of completed work after lessons and return of work to the appropriate teacher.
6. Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
7. Escorting pupils around school premises
8. Assist with personal care programmes, including social, health, physical, hygiene, and welfare matters.
9. Administer routine tests and invigilate exams and undertake routine marking of pupils' work where appropriate.
10. Promote the inclusion and acceptance of all pupils.
11. Undertake pupil record keeping as requested.
12. Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.
13. Assist in the display of pupils' work.
14. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to appropriate person.
15. Contribute to the overall ethos/work/aims of the school.
16. Attend and participate in regular meetings.
17. Participate in training and other learning activities and performance development as required.
18. The supervision of pupils out of session times
19. To participate in the operation of the Council's Appraisal Scheme.
20. It is your responsibility to carry out your duties in line with the Council's policy on equality and be sensitive and

caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

21. Such other duties as may be appropriate to achieve the objectives of the post to assist the Thematic Area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
22. The post holder must at all times carry out his/her responsibilities with due regard to the Council's policy, organisation and arrangements for Health and Safety at Work.

<b>Job Title</b>	Cover Supervisor			<b>Directorate</b>	Harvills Hawthorn Primary School
<b>JE Reference No:</b>	ECS53	<b>Grade</b>	Band D	<b>Service</b>	
<b>Completed By</b>				<b>Date of Issue</b>	

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
<b>1. Qualifications</b>			
What does the job require in the way of: -  Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	NVQ 3 in Childcare, BETC or NNEB	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
<b>2. Experience</b>			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	A minimum of 2 yrs experience of working with families with complex social needs Experience of working in Primary/Secondary Education Ability to motivate young people	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
<b>3. Training</b>			
What does the job require in the way of: -  Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.	Willing to undertake training as necessary Commitment to own personal development	<input type="checkbox"/>	Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.

<b>4. Special Knowledge</b>			
What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?		<input type="checkbox"/>	Qualifications held and demonstration of knowledge at interview.
<b>5. Circumstances (personal)</b>			
What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.	Ability to work when the school is open (Term Time working) Willingness to work flexibly to meet the requirements of the post	<input type="checkbox"/>	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
<b>6. Disposition</b>			
How far does the job require: - Being steady, dependable, persevering, persistent, even tenacious, being difficult to distract or discourage. Getting on well with others, working readily with others, co-operating, and influencing others. Depending on oneself rather than others, relying on own resources, accepting responsibility, leadership qualities, ability to motivate others. Ability to cope with monotony, neatness, accuracy of work, attention to detail.	Ability to motivate individuals to perform effectively Awareness of and respect for, the needs of the individual child and their families, including multi-cultural and inclusive practices. Able to work with parents/carers and children in supportive, non-judgemental manner To maintain confidentiality at all times. Ability to work on own initiative Enjoys working with young people and helping them to achieve	<input type="checkbox"/>	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
<b>7. Practical and Intellectual Skills</b>			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	Able to communicate effectively (orally and in writing) Ability to use IT technology Ability to maintain accurate records	<input type="checkbox"/>	Performance in related selection process.
<b>8. Legal Requirements</b>			
Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?	Enhanced DBS Check for Regulated Activity	<input type="checkbox"/>	Application form and interview questioning and references.

The remaining sections ARE to be completed by managers AND ARE FOR THE APPLICANT'S INFORMATION only.

**9. Background Checks**

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only <b>one</b> or <b>none</b> of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input checked="" type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
	No Check Required	<input type="checkbox"/>	

**10. Politically Restricted Post**

Is this post a "politically restricted post"?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

**11. Main Physical Activities/ Requirements of the Post.**

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	<input type="checkbox"/>	Prolonged standing or sitting	<input checked="" type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input checked="" type="checkbox"/>
Working outdoors	<input type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input type="checkbox"/>
Significant use of computers	<input type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input checked="" type="checkbox"/>	High mental stress content	<input checked="" type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input checked="" type="checkbox"/>		
Other main physical activities not listed above			

## 12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
  - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
  - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?

Yes

No

## 13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

Yes

No

## 14. Sickness Absence and Disability

### Criteria

### How Identified

What does the job require in the way of a satisfactory sickness absence record?

This criteria has been included on this specification for the candidate's information only.

Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

This Information will be only obtained from the successful candidate after conditional offer of employment has been made.

