



Cambourne Village College  
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## **Cover Supervisors**

### **Required for Autumn 2019**

**Salary:** NJC Scale 4 (range 18-21 £18,870- £20,541 FTE)  
paid for 44.28 wks including holiday pay. Pro rata pay across 52 weeks

**Contract:** Permanent

**Hours of work:** 32.5 hours per week or part-time hours  
term time only (39 weeks)

We are seeking Cover Supervisors to supervise planned lessons during the short term absence of the class teacher at Cambourne Village College.

To apply for this vacancy and to see the job description and person specification please access our website: [www.cambournevc.org/vacancies](http://www.cambournevc.org/vacancies)

For further information about the role please contact [pboyns@cambournevc.org](mailto:pboyns@cambournevc.org)

**Closing date: Noon on Monday 23 September 2019**

**Interviews: TBC**

*Our school is committed to safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. Appointment to this post would be subject to an enhanced DBS check and satisfactory medical and employment references.*

## **JOB DESCRIPTION**

Created June 2019 for academic year 2019/20

**Salary:** Scale 4, point 18 (range 18-21 £18,070 - £20,138) full time equivalent.

This is a permanent appointment.

### **Hours of work:**

32.5 hours per week or part time positions considered. The post holder will be based at Cambourne Village College

### **Line of Responsibility**

The successful candidate is directly responsible to the Cover Manager.

### **Job Purpose:**

To supervise classes across the curriculum in following a programme of study during the short term absence of their class teacher at Cambourne Village Colleges.

## **1. Operational Responsibilities**

### **Cover Supervisor**

- Under the direction of the appropriate teacher, supervise pupils in class during the absence of their class teacher.
- Attend staff briefings and whole staff meetings.
- Take class registers, as and when appropriate.
- Liaise with Heads of Department, where possible, to ensure that instructions are clarified.
- Liaise with TAs regarding individual pupils being supported in class.
- Administer clear instructions, based on the detailed work set, and to actively participate in the supervision of the class.
- Inform the class teacher of any non-participation/behavioural difficulties of individual pupils.
- Provide feedback on learning activities and contribute to school review and development planning.
- Contribute to behaviour management within the school, in accordance with the school's behaviour policy.

### **Support to Heads of Year/Heads of Department Administration**

- To provide support/administration under the direction of the Heads of Year/Heads of Department.

### **Exam Invigilation**

- Assist with the invigilation of examinations, as and when requested to do so.

### **Possible additional areas of responsibility**

- Minibus driving (if applicable)
- First aid cover

### **Support for the School**

- Attend and actively participate in whole Staff Meetings
- Contribute to the maintenance of a safe and healthy environment
- Contribute and participate in school events and activities
- Develop and maintain effective working relationships with other staff and parents/carers

## **General**

The post holder will:

- Attend school events as required.
- Assist in escorting students on educational visits and participating in extra-curricular activities as required.
- Participate in school emergencies as required, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- Ensure that financial procedures and activities are carried out as required within the department such as placing purchase orders and authorising invoices for payment.
- Be responsible for the effective management of budgets within her/his remit, ensuring best value through suppliers.
- Attend relevant meetings and training sessions as required

### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder is required to uphold the College's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the College's performance management scheme.

## PERSON SPECIFICATION:

### Qualifications

Essential	Desirable
Educated to degree level	
GCSE English and Maths at grade C or higher	A qualification related to supervising and/or directing pupil/student activity.

### Experience

Essential	Desirable
Willing/able to undertake first aid training	
	Working in a school or similar public/educational establishment
	Working with students of a similar age
	Liaising with other professional colleagues
	Driving licence.

### Knowledge/Skills (ability to)

Essential	Desirable
Follow direction from line manager/ staff member/s covered for	
To participate in exam invigilation as required by Line Manager	
To keep a record of cover completed and a record of the work set for classes	
To assist in classroom support, or administrative tasks, if not needed for cover	
An ability to communicate effectively both verbally and in writing	

### Personal Attributes

Essential	Desirable
Commitment to the highest standards of child protection.	
Able to maintain an atmosphere conducive to learning in a classroom without a teacher's presence.	
Desire to enhance and develop skills and knowledge through CPD	
Ability to use own initiative	

Able to work flexibly in responding to supporting others on the team in the event of absence	
A personal manner in keeping with the school ethos towards parents, children the community and wider world.	
Work autonomously in completing core job functions.	
Able to present a suitable professional image for this role.	