

Lancashire County Council

Role Profile - Operational Context Form

Post title: Cover Supervisor					
Directorate: CYP			Location:	Schools	
Establishment or team:		Hutton Church of England Grammar School		Post number:	
Grade:	Grade 6	Staff responsibility:	No	Essential Car user:	
Job Purpose: To support the operational management of the school by providing classroom cover as necessary.					
<p>Accountabilities/Responsibilities – appropriate for this post:</p> <ul style="list-style-type: none"> • Supervise work that has been set in accordance with the school policy • Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment. • Assist pupils to undertake set activities as appropriate. • Collect completed work after the lesson and return it to the appropriate teacher. • Report back as appropriate using the school’s agreed procedures on the behaviour of pupils during the class and any issues arising. • Establish productive working relationships with pupils, acting as a role model and setting high expectations. • Promote the inclusion and acceptance of all pupils within the classroom • Support pupils consistently whilst recognising and responding to their individual needs. • Encourage pupils to interact and work co-operatively with others and engage all pupils in activities • Be responsible for keeping and updating records as agreed with teaching staff, contributing to reviews of systems/ records as requested. • Provide in class support for students with Special Educational Needs and Disabilities, under the direction of the SENDCO • Be aware of and comply with policies and procedure relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. • Support and contribute to the Christian ethos of the school. • Establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching staff, to support achievement and progress of the pupils. • Supervise pupils on visits, trips and out of school activities as required. • Assist with administration in relation to student record keeping where appropriate • Attend and participate in meetings and professional development where required • Undertake any other tasks as agreed necessary by the Headteacher or SLT 					
Prepared by:			Date:		

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Grade Profile

Level Six – Operative / Support (Grade 6)

Level Six Purpose

To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.

Scope of Work

Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.

Accountabilities/Responsibilities

Role holders may be responsible for:

- The allocation of work to a small group or team; or
- Accounting for expenditure from agreed budgets; or
- Overseeing the administration of support systems and processes; or
- Undertaking specialised service support activities; or
- Providing service and situation specific advice and guidance; or
- Using specialised equipment.

Skills, knowledge and experience

- Extended experience or the ability to demonstrate the competence to undertake the role.
- Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.
- Working knowledge of the practices, processes and procedures relevant to the role.
- Developed skills appropriate to the job discipline.

In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.

Performance Measures

- Completion of work to required standards, deadlines and timescales.