



**Al-Hijrah School**  
**مدرسة الهجرة**

## **Cover Supervisor**

**Full-time 36.5 per week, Fixed Term initially for one year, Term Time Only Contract**

**Grade 3, actual pro rata salary £16,987 - £21,825.00, TTO**

**Al Hijrah School, Burbidge Road, Bordesley Green**

**Birmingham, B9 4US**

Al-Hijrah School is a very successful (4-16) Voluntary Aided Islamic Through School. We have a clear aim to provide outstanding education for all our pupils.

Applications are invited for the position of Cover Supervisor starting as soon as possible.

We are looking to appoint two dedicated and motivated individuals to supervise whole classes during the short term absence of the class teacher/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

Al-Hijrah School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.

**This post is 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**

Closing Date for Applications: 16<sup>th</sup> April 2018

For further details or to arrange a visit to the school please contact Mr Anthony Bolton via email to [a.bolton@al-hijrah.bham.sch.uk](mailto:a.bolton@al-hijrah.bham.sch.uk)

**Application Forms are available on our website at [www.alhijrahschool.co.uk](http://www.alhijrahschool.co.uk) and should be returned to [enquiry@al-hijrah.bham.sch.uk](mailto:enquiry@al-hijrah.bham.sch.uk).**

**Please note the school does NOT accept CVs and all applications must be on the school's application form**



## Cover Supervisor

### Job Description

#### Grade: GR3

#### **1. Job Purpose**

- 1.1 To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the schools policies and procedures

#### **2. Key Responsibilities**

- 2.1 Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- 2.2 Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- 2.3 Respond to any questions from pupils about process and procedures but excluding lesson content.
- 2.4 Deal with any immediate problems or emergencies according to the school's policies and procedures.
- 2.5 Collect any completed work after the lesson and return it to the appropriate teacher.
- 2.6 Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- 2.7 Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required.
- 2.8 Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.
- 2.9 Recognise own strengths and areas of expertise and use these to advise and support others.
- 2.10 Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- 2.11 As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.

- 2.12 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.13 To ensure all tasks are carried out with due regard to Health and Safety.
- 2.14 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.15 To adhere to the ethos of the school:
  - 2.15.1 To promote the agreed vision and aims of the school
  - 2.15.2 To set an example of personal integrity and professionalism
  - 2.15.3 Attendance at appropriate staff meetings and parents evenings

**3. Supervision Received**

- 3.1 Supervising Officer's Job Title: Deputy Headteacher
- 3.2 Level of supervision:
  - 1. ~~Regularly supervised with work checked by supervisor~~
  - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
  - 3. ~~Plan own work to ensure the meeting of defined objectives~~

**4. Supervision Given** (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

**5. Special Conditions**

- 5.1 None

**Person Specification**

**Method of Assessment (MOA)**

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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	Ability to work within and apply all school policies eg behaviour management, child protection, Health and Safety, Equal Opportunities.	A/F
<b>Training</b>	Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge	AF/I
<b>Other</b>		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:

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