The Grange Therapeutic School

THE GRANGE THERAPEUTIC SCHOOL

JOB DESCRIPTION

JOB TITLE: Cover Supervisor

REPORTS TO: Head of Education

LOCATION: The Grange Therapeutic School, Knossington LE15 8LY

Key Result Areas

- To support the education of pupils by covering teaching staff absences and delivering planned lessons to small groups
- To support the student in the development of key skills, core skills and encourage their achievement and personal development through learning
- To implement the school strategy for behaviour management by applying rules and procedures and setting clear standards for self and the young person.

Responsibilities

- Deliver pre-planned lessons to students across a variety of key stages whilst implementing the school rewards and behaviour policies
- Report back to teachers on progress made throughout covered lessons
- Teach across all subjects and potentially support Outdoor Education and at offsite provisions if/when required
- To support the TA team when teaching cover is not required to help build relationships and perform the duties of the TA team as designated by the team leader
- Ensure efficient, effective, safe use and storage of all teaching equipment and materials
- Ensure personal health and safety and that of others through adherence to procedures and safe practices
- Ensure personal and professional development through a positive approach to personal development, performance appraisal and recording of achievements and accreditations.

Duties

- Lead lessons to meet the learning goals of pupils and to develop their knowledge and skills

- On a planned and responsive basis provide personal support and encouragement to the pupil to help in the development of literacy, numeracy and communication skills
- Assist the planning and implementation of cross-school reading programmes to help raise reading standards
- Assist in the planning and preparation of classroom and other learning activities by photocopying and preparation of teaching aids, classroom materials and ensuring that resources and displays are effectively used to support the learning process
- Assist in the organisation of school trips, leisure and outdoor activities and provide support and supervision for such activities as required
- Support the effective implementation of the school behaviour policy by recording incidents, challenging unacceptable behaviour and appropriate use of restraints, sanctions and rewards
- Maintain clear and accurate records of the pupil's progress and behaviour as required by awarding and accrediting organisations, Inspecting bodies and school procedures
- Ensure clear and effective communication with care, teaching, therapy and pastoral staff on a daily basis to help create an environment where the young person feels safe and secure and an integrated approach where staff work collectively to enable all pupils to learn, develop and achieve
- Supervise break and lunch periods on a timetabled basis to monitor pupil behaviour, maintain discipline and prevent incidents
- Provide support to the pupil in accordance with individual needs and programmes identified through the counselling and pastoral process
- Contribute to and shape the development of the school through contributing to meetings, consultations and events that ensure the development and progressive improvement of all its programmes and strong relationships with parents/carers, Local Authorities and other bodies.

Person Specification
The post holder is required to demonstrate and improve competence in the following key areas:

Essential
- Must have a GCSE (A* – C) in both English and Maths or equivalent
- Experience of working with people in a caring or service role
- Excellent inter-personal and communication skills and a particular empathy for young people with additional needs
- Willingness to work 1:1 with a student on or off site
- Sound planning and organising skills, able to look ahead, schedule tasks, prepare lesson/delivery plans and prioritise
- Ability to set and achieve targets and objectives for self and pupils based on the overall aims of the learning programme and individual learning needs
- Good presentation skills, able to prepare and structure information in a stimulating and interesting manner
- Able to record, communicate and retrieve information in a complete, timely and accurate manner
- Able to create and sustain effective relationships with pupils, staff, parents and others
- Able to use restraint and de-escalation techniques in accordance with school policy and guidelines

- Due to the location of the role it is essential that you have a driving licence or a guaranteed way of getting to and from work – there are no public transport routes here.

Desirable

- Previous work experience
- Good knowledge of examining and accrediting body requirements and ability to interpret these to support individual and group learning
- Experienced in the use of computer-based systems and software packages such as Word, Excel and PowerPoint.

Personal Characteristics

- Able to satisfy DBS requirements in respect of working with children
- Genuine interest in the care and welfare of young people
- Committed to team working
- Confident and outgoing with the ability to deliver strong behaviour management techniques
- Flexible attitude and willing to help
- High expectations of self and others.

The Grange Therapeutic School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers, an Enhanced Disclosure via the DBS, the Employer Access online service and social media.