



NORTHAMPTON SCHOOL *for Boys*

JOB DESCRIPTION

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.

**NSB Support Staff Scale point 10-19 – currently pro rata of £26,835-£31,067 pa FTE
£21,969.24 - £25,433.88 pa Actual**

36¼ hours a week for 39 weeks per year (term time plus training days)
8.00am – 3.45pm (30 mins unpaid break)

Please note that you do not need to be a qualified teacher to apply for this role.

LINE MANAGER: Cover Supervisor

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position.
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine.
- follow agreed school policies for communications within the school.
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures.
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct.
- maintain high standards in their own attendance and punctuality.
- work as a member of the support staff team and to contribute positively to effective working relationships.
- communicate effectively with fellow members of the team.
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Specific Duties:

The exact responsibilities will inevitably change on a daily basis. Cover can also be required because of teaching staff becoming unavailable (e.g. through illness) during the course of the school day. At all times, the supervision of classes must take priority over other activities.

In addition, other tasks will be undertaken under the guidance of the Cover Manager.

Key tasks:

- Under the direction of the Cover Manager, supervise students in class during the absence of their class teacher.
- Take class registers as and when appropriate.
- Liaise with Curriculum Team Leader, where necessary, to ensure that instructions are clarified.
- Liaise with the Inclusion Team to meet the needs of students with SEND (special educational needs and disabilities).
- To ensure an orderly and purposeful atmosphere in which students are engaged in completing work set by a teacher or curriculum team.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the tasks.
- Inform the class teacher of any issues during the lesson including non-participation by individual students.
- Contribute to the planning and of work set for cover lessons.
- Contribute to behaviour management within the school in accordance with the school's Behaviour Policy.
- To cover teaching staff breaktime or lunchtime duties as and when required.
- To ensure work from the relevant curriculum team is received and understood once the cover sheet has been published by the Cover Manager each morning.
- To cover morning registrations and Personal Development lessons in the absence of a Form Tutor.
- To invigilate internal and external examinations when required.
- To provide cover for additional areas across the school as and when required such as the library and Sixth Form Study Centre.

Additional tasks:

- To work alongside students in the classroom.
- Accompany students and staff on visits, trips, or school fixtures.
- To undertake CPD designed to support you in your role as Cover Supervisor.
- To undertake any mandatory whole staff training such as courses related to Safeguarding, Child Protection and Prevent Duty.
- To implement the schools' Behaviour Policy by recording incidents and applying appropriate disciplinary sanctions.
- To assist assigned curriculum teams with tasks which provide a better working environment for students and staff.
- Any other reasonable task requested by the Cover Manager, Headteacher or his agent.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust concerning the post holder's professional responsibilities and duties.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) Check.

March 2025