

CUMBRIA FUTURES FEDERATION

JOB DESCRIPTION

PCD7

Job Title: Cover, Behaviour and Pastoral Supervisor

Responsible to: Executive Business Manager

Main Purpose: To provide cover supervisor provision including covering of short term absence of teaching staff for CFF and to support behavioural, welfare and pastoral activities across both sites under the direction of SENCO and Heads of School.

Hours of Work 37 hours, 5 days per week, 39 weeks a year

Principal Accountabilities:

- To provide an efficient and effective Cover Supervision service, including covering classes, organising and planning internal cover sessions using existing staff, booking and inducting temporary cover supervisors and ensuring value for money in ensuring all classes are covered and work given to students is of an appropriate quality.
- To maintain positive and effective lines of communication with all stakeholders including supply agencies.
- To ensure any relevant costs are kept within budget.
- To provide administrative and organisational support in relation to cover supervision, recording of staff absences and creation and analysis of relevant reports relating to cover and absence.
- To enhance the learning / development of students who have a wide range of emotional, social and behavioural needs
- To support school improvement at both school by contributing to effective behavioural and pastoral support for students and families

Job Tasks:

Cover Supervisor (50%)

- Manage and plan short term unexpected and planned cover for both schools, utilising staff capacity, own availability, agency and other staff as required to ensure classes are covered in the most effective, equitable and cost effective way possible
- Monitor the quality of cover work provided as well as the quality of cover staff provided by Agencies, feeding back to Head of School, Deputy Headteachers, Executive Business Manager and Heads of Faculty as required to flag up any issues
- Create and maintain records relating to staff absence, cover provision and costs including provision of reports and analysis as requested

Behavioural and Pastoral Support (50%)

- Develop and implement programmes relating to emotional, behavioural and social needs in collaboration and consultation with Heads of School, SENCOs and Teaching Staff, and using guidelines provided by specialist support services
- Assist with the management of social, behavioural and emotional needs of children
- Participate in the development, flexible delivery and monitoring of behaviour intervention programmes

- Support students within and outside the classroom as required
- Contribute to meetings with parents and other professionals under the direction of the SENCO and Heads of School
- Ensure that accurate, meaningful and up to date information is available to teaching staff on the needs of particular students with emotional, behavioural and social needs (spreadsheets, year group analyses) in both hard and soft copies that all staff can access
- Provide support and training to teaching and support staff as required

General

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos / work / aims of the school
- Develop constructive relationships and communicate with other agencies / professionals
- Share expertise and skills with others
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Cover, Behaviour and Pastoral Supervisor

		ESSENTIAL	DESIRABLE
1.	Qualifications/Training Competences	<p>5 GCSE A* - C or equivalent</p> <p>NVQ Level 3 or equivalent in a relevant discipline</p>	<p>Child protection and safeguarding Level 1 or above</p>
2.	Relevant Experience	<p>Experience of working with young people in an educational setting</p> <p>Experience of communication effectively at all levels, both written and oral.</p> <p>Must be able to work unsupervised and be self-motivated.</p> <p>Previous experience of working within a busy environment</p>	<p>Experience of supervising classes</p> <p>Experience of mentoring young people</p> <p>An understanding of the protocols of professionals from other disciplines and services</p>
3.	Knowledge	<p>Understanding of working with children of a relevant age in a learning environment</p> <p>Up to date knowledge and understanding of practices and procedures within education relating to welfare, safety and education of students</p> <p>An ability to consult and liaise with a number of contacts to achieve objectives</p>	<p>Knowledge of restorative practice</p>
4.	Skills/Ability	<p>High level of professional communication skills, negotiation skills, knowledge of SEMH issues of students, behavioural interventions and SEN related interventions and activities</p> <p>Ability to remain calm and negotiate in difficult situations</p> <p>Able to demonstrate tact, sensitivity and absolute respect for the confidentiality of information</p>	<p>Use of school information management systems (SIMS)</p>

5.	Personal Skills	Experience of working collaboratively in a team Well organised with the ability to prioritise work, cope with competing deadlines and use initiative in a variety of situations A calm personality and sound judgement with an ability to approach student support with drive, initiative and an ability to respond to situations quickly	
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