



JOB TITLE	Curriculum Support Officer (Cover Supervisor)
GRADE	Grade 4 (£19,698 - £23,080) per annum pro rata. Actual Salary £14,799 - £17,340 per annum dependent on start point)
HOURS	32.5 hours per week Term Time Only - Plus one week
	Monday to Friday 8:15 – 3:15 You must take a 30-minute unpaid lunchbreak each day

The Westwood Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect our staff and volunteers to share this commitment.

Job Purpose:

To work with curriculum teams and supervise school pupils during the absence of class teachers

Duties and Responsibilities:

Line Manager/ Responsible to: Under the daily direction of The Schools Cover Manager, reporting to the Senior Leadership Team

Attributes	Duties and Responsibilities: Requirements
Main Duties & Responsibilities	<ul style="list-style-type: none"> • To supervise classes and to undertake work/activities that have been set by teachers including taking the register, introducing and closing the class. • To organise all cover requirements for teacher’s absence and complete associated ICT and administration. • To assist in the preparation (setting) and assessment (marking) of work where appropriate. • To be responsible for interpreting, presenting and delivery of quality lessons to pupils in a way that compliments the school ethos on teaching and learning. • To maintain good order and discipline amongst the pupils in line with the school’s Behaviour Policy to ensure a positive environment. • To encourage the young people to interact and work co-operatively with each other and engage all pupils in activities. • To respond to any questions from pupils about processes and procedures. • To deal with any immediate problems or emergencies in accordance with school policy. • To establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils. • To collect completed work after the lesson and return it to the appropriate teacher. • To report back to the appropriate person on any issues arising.

	<ul style="list-style-type: none"> • To supervise examinations as directed. • To operate as a Teaching Assistant in designated faculties when not on cover duty. • To take part in all appropriate inset activities. • To undertake professional training, related to the post, as directed by the School. • To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school. • To provide resource support to curriculum departments and college directors as required and when not on cover duty. • Any other duties and responsibilities within the range of the salary grade.
Other Post Requirements	<ul style="list-style-type: none"> • To undertake supervisory duties (e.g. break and lunchtime) as required • To act as an examination invigilator/scribe as required: including assisting with arrangements for pupils with SEND
Experience	<p>Of working in a secondary school</p> <p>Of working in an educational or commercial laboratory environment</p> <p>Experience of providing technical support in an educational environment</p>
Educational Requirements	<p>Essential: Good standards of education – to include Maths, English & (ideally) Science to GCSE or equivalent/s GCSE A level or equivalent</p> <p>Desirable: Degree level qualification</p>

Please Note: All Applicants will commence at the bottom of quoted salary scales

All duties and responsibilities must be carried out with due regard to the Westwood Academy's Health and safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection and GDPR guidelines and requirements.

March 2022



Person Specification

ATTRIBUTES	JOB REQUIREMENTS	For office use only (A-Applications, I-Interview, R-Reference)
Knowledge	<ul style="list-style-type: none"> • Of the needs and characteristics of young people • Of supervision and behaviour management techniques • Of the importance of positive role models for young people • Of strategies, including literacy, numeracy, ICT, independent learning, special education needs and anti-racism to ensure effective learning. • Of equal opportunities and anti-discriminatory practice in the context of the school community. 	<p>A & I A & I A & I A & I I</p>
Skills and Abilities	<ul style="list-style-type: none"> • To communicate effectively • To motivate and encourage pupils to work co-operatively • To establish and maintain good professional relationships with adults and young people and to deal with difficult situations sensitively • To be a team player • To organise and co-ordinate classroom activities 	<p>A, I & R A, I & R I & R I & R A & I</p>
Experience	<ul style="list-style-type: none"> • Of working with groups of young people, preferably of secondary school age • Of planning, presenting and assessing student's work. • Of resolving problems and handling challenging situations • Of managing behaviour effectively 	<p>A A & R A, I & R</p>
Qualifications	<ul style="list-style-type: none"> • English and Maths GCSE standard to Grade C and above 	<p>A</p>
Other Requirements	<ul style="list-style-type: none"> • Willingness to undertake appropriate professional development • Enthusiasm, self-motivation and initiative • To be able to work hours specified and take holiday outside term time • A belief that schools can make a difference 	<p>A, I & R I</p>