



**Job Description**

<b>Post Title:</b>	<b>COVER SUPERVISOR</b>
<b>Name:</b>	
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>to promote actively the Catholic ethos of the school in accordance with the wishes of the Governors and under the direction of the Headteacher.</li> <li>to offer appropriate support to students whose behaviour is impacting negatively upon their academic progress.</li> <li>to contribute to raising standards of student attainment.</li> <li>to share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Assistant Headteacher
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>providing support to students</li> </ul>
<b>Liaising with:</b>	Head/Deputies, teaching/support staff
<b>Working Time:</b>	30 hours per week, term time only
<b>Salary/Grade:</b>	APT & C Band 7, Point 19 - 21
<b>MAIN (CORE) DUTIES</b>	
	<ul style="list-style-type: none"> <li>Supervising work that has been set in accordance with the school policy</li> <li>Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment</li> <li>Responding to any questions from pupils about processes and procedures</li> <li>Dealing with any immediate problems or emergencies according to the school's policies and procedures</li> <li>Collecting any completed work after the lesson and returning it to the appropriate member of staff</li> <li>Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising</li> <li>Supervising pupils on visits, trips and out of school activities that fall within the normal hours of work of the post holder</li> <li>Supervision of pupils' out-of-school hours learning activities that fall within the normal hours of work of the post holder</li> <li>Invigilating examinations</li> <li>Managing Parents' Evenings</li> <li>General admin duties</li> </ul>

<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• to be able to work under pressure.</li> <li>• to be part of an energetic/dedicated team.</li> <li>• to be flexible and adaptable.</li> <li>• to be able to form good working relationships with students and staff.</li> <li>• the ability to devise strategies to suit students' needs</li> <li>• willingness to learn new skills</li> <li>• willingness to attend training courses to enhance skills</li> <li>• to attend meetings before or after school to evaluate support/discuss student process, etc/plan for future intervention.</li> <li>• excellent listening skills</li> <li>• to be a role model for students</li> </ul>
<b>Staffing</b> <b>Staff Development:</b>	<ul style="list-style-type: none"> <li>• to take part in the school's staff development programme by participating in further training and professional development.</li> <li>• to continue personal development in the relevant areas.</li> <li>• to advise other staff, including ITT students and NQTs, on strategies for the re-integration of students into mainstream classes.</li> </ul>
<b>Recruitment/</b> <b>Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• to engage actively in the Support Staff Review process.</li> <li>• to work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• to help to implement school quality procedures and to adhere to those.</li> <li>• to contribute to the process of monitoring and evaluation of the area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> <li>• to review from time to time methods of working and programmes of work.</li> </ul>
<b>Management</b> <b>Information:</b>	<ul style="list-style-type: none"> <li>• to maintain appropriate records.</li> <li>• to set up a recording system to monitor and evaluate students' progress.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• to communicate effectively with the parents of students as appropriate.</li> <li>• where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>• to follow agreed policies for communications in the school.</li> <li>• to take part in marketing and liaison activities such as Open Evenings Parents Evenings, Review days and liaison events with partner schools.</li> <li>• to contribute to the development of effective links with external agencies.</li> </ul>
<b>Management of</b> <b>Resources:</b>	<ul style="list-style-type: none"> <li>• to contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• to make effective use of the resources available within the school.</li> <li>• to build up a well-resourced centre suitable for the needs of the students accommodated in the unit.</li> <li>• to keep the subject room tidy and attractive and promote good standards of work by regular displays of students' work.</li> <li>• to co-operate with other staff to ensure a sharing and effective usage of resources.</li> </ul>

<b>Other Specific Duties:</b>	<ul style="list-style-type: none"> <li>• to 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.</li> <li>• to support the school in meeting its legal requirements for worship.</li> <li>• to promote actively the school's corporate policies.</li> <li>• to continue personal development as agreed.</li> <li>• to comply with the school's Health and Safety policy, to undertake risk assessments as appropriate and to participate in the school supervision duty rota each week.</li> </ul>
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- 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.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

08 October 2021