

CARMEL COLLEGE

JOB DESCRIPTION

POST TITLE : COVER SUPERVISOR

GRADE : Band 5 (SCP 7-8)

REPORTING
RELATIONSHIP TO WORK UNDER THE GUIDANCE OF VICE
PRINCIPAL CURRICULUM, EXAMINATION & COVER
OFFICER AND SENIOR LEARNING RESOURCES
ASSISTANT

JOB PURPOSE : THE POST HOLDER WILL SUPERVISE WHOLE
CLASSES DURING THE SHORT-TERM ABSENCE OF
TEACHERS. THE PRIMARY FOCUS WILL BE TO
MAINTAIN GOOD ORDER AND TO KEEP PUPILS ON
TASK. COVER SUPERVISORS WILL NEED TO
RESPOND TO QUESTIONS AND GENERALLY ASSIST
PUPILS TO UNDERTAKE SET ACTIVITIES.

WHERE COVER IS NOT REQUIRED, THE COVER
SUPERVISOR WILL CARRY OUT SUCH FUNCTIONS
OF LEARN RESOURCES ASSISTANT OR
ADMINISTRATIVE/CLERICAL FUNCTIONS AS ARE
COMMENSURATE WITH THE GRADE OF THE POST.

MAIN DUTIES/RESPONSIBILITIES

1. Supervising whole classes of pupils in accordance with College policy.
2. Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive working environment.
3. Responding to any questions from pupils about processes and procedures.
4. Dealing with any immediate problems or emergencies according to the College's policies and procedures.
5. Collecting any completed work after the lesson and returning it to the appropriate member of staff.
6. Reporting, as appropriate, using the College's agreed referral procedures on the behaviour of pupils during the class and any issues arising.
7. Supervising pupils on visits, trips and out of College activities that fall within the normal hours of work of the post holder.
8. Under the direction of a nominated Curriculum Leader and the Learning Resources Manager, prepare and develop learning resources and undertake administrative duties commensurate with the post.

9. Contribute to the overall ethos/work/aims of the College.
10. Attend meetings and liaising and communicating with colleagues in the College, parents, outside agencies and other bodies.
11. As and when required undertake duties in connection with personal hygiene and welfare of pupils and where necessary as directed by senior staff, escort pupils home.
12. Be an effective role model for the standards and behaviour expected of pupils.
13. The post holder must carry out his/her duties with full regard to the College's Equal Opportunities and Racial Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
14. To comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
15. Any other duties of a similar nature related to the post which may be required from time to time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL COLLEGE AND LA POLICIES, INCLUDING THE NO SMOKING POLICY.

THE POST IS SUBJECT TO AN ENHANCED DISCLOSURE AND WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED - AND ALSO WILL BE SUBJECT TO RECHECKING AS APPROPRIATE

Date : November 2019

**CARMEL COLLEGE
PERSON SPECIFICATION – COVER SUPERVISOR**

| ESSENTIAL | | | | DESIRABLE | | |
|----------------------------|--------------|---|------------------|--------------|---|------------------|
| | Criteria No. | ATTRIBUTE | Stage Identified | Criteria No. | ATTRIBUTE | Stage Identified |
| Qualifications & Education | E1 | 4 GCSE passes including Maths and English (or equivalent) | AF/C | D1 | HLTA status | AF/C |
| | | | | D2 | Degree level qualification or equivalent | AF/C |
| | | | | D3 | QTS status | AF/C |
| Experience & Knowledge | E2 | Experience of working with children of relevant age | AF/I/R | D4 | Experience of basic administrative tasks and processes | AF/I/R |
| | E3 | Understanding of classroom roles and responsibilities. | AF/I/R | D5 | Experienced / trained First Aider | AF/I/R/C |
| | | | | D6 | Experience of working in Colleges or an educational environment | AF/I/R |
| Skills | E4 | Christian Values | AF/I/R | D5 | Practising Catholic | AF/R |
| | E5 | Ability and confidence to assist pupils with basic numeracy and literacy in line with learning strategies and national curriculum | AF/C/R | D6 | Ability to use computers and educational software packages | AF/I/R |
| | E6 | Ability to work in a team and independently | I/R | | | |
| | E7 | Ability to communicate with wide range of audiences, i.e. parents, teachers, pupils, other professionals | I/R | | | |
| | E8 | Ability to use computers and educational software packages | AF/I/R | | | |
| Personal | E9 | Ability to promote fairness and a | I/R | | | |

| ESSENTIAL | | | | DESIRABLE | | |
|------------|--------------|---|------------------|--------------|-----------|------------------|
| | Criteria No. | ATTRIBUTE | Stage Identified | Criteria No. | ATTRIBUTE | Stage Identified |
| Attributes | | positive role model to pupils | | | | |
| | E11 | Trustworthy | AF/I/R | | | |
| | E12 | Assertive | AF/R | | | |
| | E13 | Honesty | AF/R/D | | | |
| | E14 | Integrity | AF/R | | | |
| | E15 | Ability to form and maintain appropriate relationships and personal boundaries with children. | AF/R/D | | | |
| | E16 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline. | AF/R/D | | | |

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| Key – Stage identified | |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| I | Interview |
| R | References |