

Cover Supervisor Job Description

Post Title:	Cover Supervisor
Purpose:	<ul style="list-style-type: none"> To carry out duties in a way which is supportive of the Catholic ethos of the school To work under the guidance of teaching staff and within an agreed system of supervision; to implement work with individuals/groups in or out of the classroom including the supervision of whole classes during the absence of teachers To maintain good classroom control, managing behaviour and keeping students on task To support students in their learning so that they make good progress
Supported by:	Chris Parker – Deputy Head
Degree of contact with students:	High
Liaising with:	Subject staff and pastoral staff as appropriate
Working Time:	Term time only – 32.5 hours per week Monday to Friday (8.30 am to 3.30 pm)
Contract	Permanent
Scale	Grade C SCP 3-5. £14,360 to £14,940
MAIN (CORE) DUTIES	
Catholic Ethos:	<ul style="list-style-type: none"> To ensure that the work fully supports the school's distinctive ethos and mission
Supervision	<ul style="list-style-type: none"> Supervise work that has been set in accordance with school policies Respond to questions from students about process and procedures Assist students to undertake set activities as appropriate Collect completed work after the lesson and return it to the appropriate teacher Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ students' records as requested Support individual students with their learning as required Undertake planned supervision of students' out of hours learning activities Supervise students on visits, trips and out of school activities as required

	<ul style="list-style-type: none"> • Invigilate students in examinations • Supervise students at break and lunchtime as required • If staff absence is low, provide additional support in core lessons, where appropriate
Relationships	<ul style="list-style-type: none"> • Manage the behaviour of students to ensure a constructive and positive learning environment • Deal with any immediate problems or emergencies according to the school's policies and procedures • Establish positive working relationships with students, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all students within the classroom • Support students consistently whilst recognising and responding to their individual needs • Encourage students to interact and work co-operatively with others and engage all students in activities • Establish positive working relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progression of the students • To develop and maintain links with subject and pastoral staff, as required, to support the progress of individuals • To support students' social and emotional needs. • To foster good relationships and liaison with parents/carers
Communication	<ul style="list-style-type: none"> • Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the lesson • Provide feedback to students as appropriate in relation to progress and achievement in lessons
Whole School	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person • Contribute to the overall ethos/work/aims of the school • Attend and participate in meetings • Participate in training and other learning activities as required to ensure continuing professional development • Provide appropriate guidance and supervision • Be prepared to engage in the wider life of St John's
Additional Duties	<ul style="list-style-type: none"> • To carry out duties as appropriate to the position of a Cover Supervisor • 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
<p>Variation in Role This job description is current (Sept 2021) but, in consultation with you, may be changed by the Headteacher / Trust Board to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Policy and Procedure

St John's School has an Equality and Diversity Policy and expects all members of staff to support that policy by behaving in a non-discriminatory way.

The Health and Safety at Work Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

Safeguarding

The successful candidate will be subject to relevant vetting checks, including a satisfactory enhanced DBS check before an offer of appointment is confirmed. Following appointment, the employee will be subject to re-checking as required from time to time by the Academy Trust.

We are committed to safeguarding and promoting the welfare of children and young people we are responsible for, or come into contact with. The Board expects all staff and volunteers to share this commitment. The successful candidate is expected to follow school policies.

Name of Post-holder:

Signature:

Date: