



## Job Description

### Cover Supervisor

<b>Reporting to:</b>	Cover Manager, Assistant Head Teacher, Heads of Departments
<b>Purpose:</b>	<p>To supervise groups and whole classes during the short-term absence of the class teacher under the guidance of teaching/ senior staff. This will include implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.</p> <p>The primary focus is to maintain order and keep pupils on task.</p>
<b>Areas of Responsibility:</b>	<p><b>Main Duties:</b> The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.</p> <p><b>Key Tasks:</b></p> <ul style="list-style-type: none"> <li>• Supervise students in the classroom and intervention rooms and ensure good order and discipline are maintained</li> <li>• Supervise pre-prepared activities and self-directed learning in the short-term planned/ unplanned absence of teachers to provide continuity of learning for students</li> <li>• Prepare the classroom/ outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate</li> <li>• Manage the behaviour of pupils whilst they are undertaking work</li> <li>• Collect any completed work after the lesson and return it to the appropriate teacher</li> <li>• Report back as appropriate using agreed referral procedures on the behaviour of students during the class, and any issues arising</li> <li>• Assist with break-time supervision including facilitating games and activities</li> </ul> <p><b>Individuals in this role may also:</b></p> <ul style="list-style-type: none"> <li>• Undertake exam invigilation</li> <li>• Assist with student first aid and welfare duties, looking after sick students, liaising with parents/ carers and staff, etc.</li> </ul> <p><b>Professional Values:</b></p> <ul style="list-style-type: none"> <li>• Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds</li> <li>• Treating pupils consistently with respect and consideration</li> </ul>

	<ul style="list-style-type: none"> <li>• Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools' policies and procedures</li> <li>• Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues</li> <li>• Working within schools' policies and procedures and being aware of legislation relevant to personal role and responsibility in the school</li> </ul> <p><b>Supporting School:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos</li> <li>• Safeguard the confidentiality of information relating to students and staff always</li> <li>• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors</li> <li>• To attend relevant in-service training</li> <li>• Actively promote, comply and adhere to all school policies</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues</li> <li>• Demonstrate willingness to support new initiatives within the school</li> <li>• Participate fully in training, learning development and the school's performance management system for support staff</li> </ul> <p>The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.</p> <p>The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the school.</p>
<b>Disclosure Level:</b>	Enhanced
	Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
	The job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: .....

Date: .....