

# Job Profile: Cover Supervisor

**Purpose:** To serve the mission of St Paul's Catholic College by ensuring that every student benefits from the highest quality Catholic education and is enabled to achieve his or her full potential in the absence of teaching staff.

**Salary:** Grade 5, Points 7-8, up to 32.5 hours a week, term-time only

**Responsible to:** The relevant member of the Leadership Team



**St PAUL'S  
CATHOLIC  
COLLEGE**

## Person Specification

- Commitment to supporting the distinctive nature of a Catholic School.
- Ability to enthuse, inspire and develop staff and students under the Catholic ethos.
- Ability to challenge, motivate and empower students.
- Possess excellent interpersonal skills.
- Recent and relevant professional development.
- Understanding of and commitment to promoting the educational principles of St Paul's as a Catholic community.
- Genuine enjoyment of working with young people.
- Understanding of and commitment to inclusion for all.
- Excellent communication skills.
- Commitment to working as a team player.
- Boundless enthusiasm and a positive outlook.
- Personal integrity and the drive to do what is best for the students.
- Confident in dealing with students of all age groups in an appropriate manner.
- Follow the sanctions process consistently with students as required.
- A willingness to show initiative and imagination to solve problems.
- Competent use of IT skills.
- Sense of humour.
- Commitment to ensuring that St Paul's Catholic College becomes the best school in the country.

## Responsibilities

- Collect cover work from Gateway and ensure that you understand what you are expected to do (seek help if necessary).
- Receive and register each class on arrival.
- Communicate the work set by the class teacher to students.
- Distribute resources and ensure they are used safely and carefully.
- Explain the work if there are difficulties.
- Support students who are on the Special Educational Needs register.
- Maintain good order in the classroom.
- Deal with any students who are causing difficulties.
- Collect resources and work at the end of the lesson.
- Make sure the classroom is left tidy and ready for the next lesson.
- Write notes for the class teacher on the work completed by the students and any issues arising from it.
- Cover specific areas of the curriculum during times of extended staff absence as directed by the leadership team.

- Liaise with appropriate staff and log any behaviour concerns on the Gateway to follow up on any incidents or concerns.
- At lunch times, take responsibility for supervising students in a designated area of the school, including:
  - Maintaining health and safety.
  - Maintaining appropriate student behaviour.
  - Ensuring students show consideration for their environment by putting litter in the bins provided.
  - Please note: lunch time supervisors are encouraged to engage with students appropriately rather than to simply police them.

#### **Ethos & Inclusion**

- Ensure that all students in your care are happy, safe and secure at St Paul's Catholic College.
- Implement the safeguarding policy and work collaboratively with the Child Protection Officer.

#### **Achievement & Standards**

- Liaise and work effectively with colleagues to produce work of a consistently high standard.

#### **Other Responsibilities**

- Carry out other duties as directed by the Headteacher.

#### **General**

- St Paul's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Any successful applicant will be required to undertake a Disclosure check by the Criminal Records Bureau at an enhanced level.
- The post-holder should be aware of and comply with and assist with the development of policies and procedures relating to child-protection, confidentiality and data protection, and report any concerns to an appropriate person.
- The post-holder should be aware of and support difference and ensure equal opportunities for all.
- The post-holder is expected to support the overall ethos, aims and work of the college.