

NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

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| Job Title | Cover Supervisor | |
| Working Pattern | 22.5 hours (three days) per week/term-time only | |
| Payscale | Grade 4 £24,294 p.a pro rata - £26,421 p.a. pro rata (actual starting salary £12,055 per annum) | |
| Purpose of the Job | <p>To contribute to teaching and learning in the school by supporting teaching departments by supervising and instructing students when teachers are absent, working in accordance with any currently applicable schedules.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p> | |
| Responsible To | Assistant Headteacher – Curriculum and Timetabling | |
| Responsible For | N/a | |
| Level of Contact with Children & Degree of Responsibility | Level of Contact with Children | High |
| | Degree of Responsibility for Children | High |
| Conditions of Employment | The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service. | |

Purpose of Role/Performance Measures:

- Teaching departments are supported in an effective and efficient way.

Primary Responsibilities:

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher.
- In this context, the Cover Supervisor will be responsible for:
 - supervising work that has been set in accordance with school policy;
 - liaising with teaching staff with regard to work set for a class;
 - managing the behaviour of students to ensure a positive learning environment whilst undertaking work;
 - responding to any questions from students about process and procedure;
 - dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
 - collecting any completed work and resources after the lesson and returning them to the appropriate teacher or Head of Department;
 - reporting back, as appropriate, on the behaviour of students during the class, and any other issues arising; - Student registration of a class.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch).
- To support departmental administration when demand for cover is low.
- Invigilate internal and/or external examinations.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.