



St Edmund's Catholic School



JOB DESCRIPTION: COVER SUPERVISOR

The School Mission Statement

*I can do all things with the help of God who strengthens me.
Philippians (4:13)*

The Cover Supervisor must first be aware of the spiritual, caring dimension to their work within this Catholic community. They must consider the School's mission to provide every pupil with a quality educational environment plus the opportunity to explore spiritual values within a secure, caring, well-organised Catholic Christian community.

The Cover Supervisor must recognise the need to develop the whole person within a living, worshipping, purposeful community that accepts and values the richness and diversity of human experience. She/he will need to be conversant with educational aims to promote the development of each pupil's talents and abilities to full potential through access to a broad, balanced curriculum enhanced by a just, egalitarian ethos where individual needs are accepted and respected. She/he will play a crucial role accessing the curriculum and providing opportunities for the pupil to succeed in order to maintain a sense of achievement and self-worth.

1. CONTEXT

This job description recognises the requirements of the current Pay and Conditions Regulations and reflects the aims and policies of the Governors of St Edmund's.

2. KEY ACCOUNTABILITIES:

- 2.1 To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- 2.2 To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- 2.3 To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

- 2.4 At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- 2.5 To work with colleagues to achieve service plan objectives and targets.
- 2.6 To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.

3. GENERAL RESPONSIBILITIES

To provide supervision of classes in the absence of the subject teacher.

4. TITLE OF POST: **Cover Supervisor**

5. SALARY SCALE: **Pay Band 6**

6. RELATIONSHIPS: The Cover Supervisor will be:-

- 6.1 Immediately responsible to the Deputy Headteacher with responsibility for cover.
- 6.2 Ultimately responsible to the Headteacher.
- 6.3 In matters of expediency the Cover Supervisor may need to work directly within other Departments. If this is necessary the Cover Supervisor reports back to the Deputy Headteacher or a member of the Senior Management Team as soon as possible to ensure full liaison and support.

7. JOB PURPOSE

- 7.1 To supervise and assist the learning of a group of pupils under the direction of a qualified teacher.
- 7.2 To assist them academically to follow a mainstream curriculum.
- 7.3 To preserve a sense of self-worth and value.
- 7.4 To implement behaviour management policies.

8. DUTIES AND RESPONSIBILITIES

- 8.1 To instruct pupils about the work left by their subject teacher.
- 8.2 To provide pupils with necessary resources for their learning.

- 8.3 To register and record pupil attendance in lessons.
- 8.4 To answer pupils' queries regarding the instructions left by the subject teacher.
- 8.5 To ensure classes enter and exit classrooms in an orderly fashion.
- 8.6 To ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
- 8.7 To report to the Deputy Headteacher at the start of each day.
- 8.8 To liaise with Heads of Department to answer queries about work set by the subject teacher when appropriate and without leaving students unsupervised.
- 8.9 When appropriate report students responsible for poor behaviour to the subject teacher, Head of Department or SMT.

9. Other duties

- 9.1 To invigilate public and internal examinations when necessary.
- 9.2 To plan and lead out of hours (learning) activities.
- 9.3 To undertake gate duty.
- 9.4 To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.

10. PERSON SPECIFICATION

The successful applicant will:

- have considerable experience of supporting pupils across the mainstream curriculum

Addendum:

- (i) The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- (ii) This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- (iii) This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the postholder.

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