**Job Description  
Job title:** Cover Supervisor **Line manager:** Cover Manager **Hours:** 08:00 am – 16:00 pm (includes 30 min unpaid lunch break) **Grade:** Band 4, Point 7-11 (£21,716.20-£23,146.46 pro rata)

**Main purposes of the job**

* Cover supervisor will be required to supervise whole classes during the short-term occasional absence of class teacher and to deliver activities prepared in advance by the relevant teacher and to act as a float supervising classes on an as and when required basis as identified by head teacher.
* The cover supervisor will work under the guidance of class teacher(s) in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.
* To provide general support to class teacher(s) in the management and organisation of the pupil and the classroom.
* To assist teacher(s) in creating and maintaining a purposeful, orderly and supportive learning environment.
* To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
* To be responsible for promoting and safeguarding the welfare of children and young people within the school

**Main responsibilities and tasks**

### **Support for pupils**

1. To support working relationship with the pupils, acting as role model and setting high expectations using academy narratives.
2. To support pupils learning in the most effective way;
3. To meet the personal needs of pupils whilst encouraging their independence.
4. To support pupils with special educational needs through the delivery of specific learning programmes pre-planned by the teacher and under instruction of teacher as appropriate.
5. To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.

### **Support for teachers**

1. In the short term unplanned absence of teachers, to cover all pre-prepared activities to provide continuity for the pupils. As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate
2. To work on classroom displays following consultation with the teacher
3. To administer and mark routine tests in line with the school’s marking policy. Support for the school
4. To comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
5. To attend relevant meetings and participate in training opportunities and professional development as required.
6. To provide support for pupils’ emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
7. To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils as necessary.
8. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
9. To assist in the training and development of staff as identified by head teacher as necessary.
10. To adhere to school health and safety policy including risk assessment and safety systems.
11. To adhere to school policy on equality and diversity.

### **Support for the curriculum**

1. As directed by the class teacher assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities.
2. To help adapt and plan the resources necessary to lead learning activities, taking into account pupils’ interests, language and cultural backgrounds.
3. Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

**Benefits of working in the Bishop Chadwick Catholic Education Trust:**

* Competitive Salaries
* Generous Pension schemes
* High Quality Professional Development opportunities
* Career progression across the Trust
* All employees can access counselling, physio services and flu immunisation vouchers
* Commitment to national terms and conditions for all staff in line with the Bishop’s memorandum of understanding for Catholic schools.
* Real living wage paid as minimum
* Workload Charter