

## Job Description

**Job Title:** Cover Supervisor

**Grade:** St Bede's Grade 8, range 12-18,

### Purpose of the job

To provide cover service for absent teachers, supervising classes and groups of pupils, ensuring that they carry out the work set in an atmosphere of calm and industry and also provide supervision during recreation.

**It is the responsibility of all staff to support in the provision of a good education for all pupils**

### Key Job Outcomes

1. **Support for pupils' learning**

You will:

- ensure that pupils carry out curriculum tasks set by the teacher and assist them in understanding the nature of these tasks in order to minimise the effect of the teacher's absence upon pupils' learning and progress.
- provide in class support and/or administration for teachers as directed where no cover is required.

2. **Support for the learning environment**

You will:

- keep the learning environment secure, calm and industrious and leave the classrooms in a prepared state for the next lesson.
- be expected to ensure that pupils enter and exit lessons in accordance with college policy.

3. **Care and support for children**

You will:

- act on behalf of the teacher in ensuring the health and safety of pupils in the classroom and the playground.
- register pupils for lessons and pass on to the designated teacher a progress report on the lesson.
- adhere to college policy with regard to developing positive relationships with pupils.
- support in the maintenance of uniform standards and good conduct.

This Job Description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### General Accountabilities

- A. So far as reasonably practicable, the post holder must promote safe working practices within their work areas.
- B. Work in compliance with the College policies and procedures.
- C. Ensure that output and quality of work is of a high standard and complies with the high expectations of the college for all employees
- D. The Governors are the employers of all staff within the college and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.
- E. All employees participate in an annual review of performance and agree targets for further development.
- F. Present for work in a professional manner in accordance with the Code of Conduct for Staff.
- G. Support the Catholic ethos of St Bede's as a Catholic college.