



## **St Ralph Sherwin Catholic Multi-Academy Trust**

### **Job Description**

#### **Cover Supervisor**

Blessed Robert Sutton Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Reporting to:** Headteacher

**Contract Type:** Full-time, permanent

**Hours:** 37 hours per week, 39 weeks per year

**Location:** Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton on Trent, DE15 9SD

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#### **Main purpose**

To provide stability and continuity for students whose lessons are affected through short term teaching staff absence. To support the pastoral, administrative and academic systems at the school. To implement agreed work programmes to groups within the classroom, enabling children to access learning activities and structured programmes.

#### **Duties and responsibilities**

- In the absence of a teacher, provide classroom management, supervision and be solely responsible for a class of pupils during lesson time.
- Deliver programmes and monitor the children and young people's responses to the learning activities where necessary
- Supervision of teaching assistants in the classroom.
- Communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations during the course of the lesson with regard to task completion. To set high standards and provide a role model for pupils.
- Where work has not been set to deliver relevant work according to the subject and year group.
- To create a purposeful and orderly environment in which pupils can complete work set by the classroom teacher
- To manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils, including implementation of the school's behaviour policy



- To report back, as appropriate, on the behaviour of pupils during lesson and any issues arising, using the school's agreed referral procedures
- To establish productive working relationships with pupils and staff, acting as a role model and setting high standards
- To collate a bank of supervision work for subjects at Key Stage 3 and 4, in liaison with the relevant Head of Department / Deputy Head. Cover and supervision work will continue to be set by the curriculum department
- To establish productive working relationships with all pupils within the classroom and school by responding to pupils needs and to assist pupils with access work.
- To promote the inclusion and acceptance of all pupils within the classroom and school
- Ensure the health, safety and welfare of pupils is maintained at all times
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress
- Liaise with teachers and other professionals regarding the work set for a class
- To motivate pupils to complete tasks set by the class teacher and encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task
- Respond to any questions from pupils about process and procedures
- To deal with any immediate problems or emergencies in accordance with the school's policies and procedures
- To provide comfort and immediate care in case of minor incidents and report serious incidents to the appropriate person for action, in accordance with the school's policies and procedures
- To collect any completed work after the lesson and return it to the class teacher as appropriate
- Accompany teaching staff and pupils on educational visits
- To support class teachers and the school community, by undertaking routine administrative duties relevant and appropriate to the post, plus any other tasks in support of teaching and learning including reprographics.
- To assist with classroom display.
- To ensure the upkeep of displays around the school site.
- To assist teaching staff with the production of classroom resources as required.
- To use the Evolve system to record school trips, producing risk assessments and to ensure compliance with health and safety requirements.
- To assist teaching staff with record keeping, school inventory records etc.
- Contribute to the overall ethos, aims and work of the school
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures



- Participate in appropriate school based meetings and training activities associated with the post
- To attend and participate in school based INSET days as required
- To take an active part in appraising their own work against agreed priorities and targets, in accordance with the school's performance management arrangements
- To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post at the discretion of the Headteacher.
- To maintain confidentiality at all times and to observe Data Protection guidelines.

### **Wider Responsibilities**

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to Line Manager.
- Comply and assist with the development of policies and procedures relating to Teaching and Learning as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.

### **Other areas of responsibility**

The Cover Supervisor will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



## Person Specification

### Cover Supervisor

Key: I = Interview A = Application Form

		Essential	Desirable	How evidenced?
<b>Qualifications and Training</b>	GCSE or equivalent including Maths and English at Grade C or above	✓		A
	GCE Advanced level or equivalent Qualification	✓		A
	Higher Level Teaching Assistant Qualification		✓	A
	Education related degree		✓	A
<b>Experience</b>	Experience of working with young people	✓		A & I
	Proven experience of dealing effectively with change	✓		A & I
	Experience of working in a secondary school		✓	A & I
	Proven experience of presenting information to a variety of audiences		✓	A & I
	Experience of working with young people in out of school activities		✓	A & I
	Proven experience of working with young people with additional needs		✓	A & I
<b>Skills and Knowledge</b>	Ability or potential to use and interpret data	✓		I
	Ability to find solutions to complex problems	✓		A & I
<b>Personal Qualities</b>	Flexible in terms of working hours and duties	✓		I
	Able to communicate effectively	✓		I



	Uphold and promote the Catholic ethos and values of the school	✓		I
	Commitment to maintaining confidentiality at all times	✓		I
	Commitment to safeguarding, equality, diversity and inclusion	✓		I

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Add any other notes of relevance to the role/this document.

**Last review date:** 26/04/2022

**Next review date:** 01/05/2024

**Headteacher/line manager's signature:**

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**Date:**

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**Postholder's signature:**

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**Date:**

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