**Job Description**

**Title of Post** Cover Supervisor

**Scale/Grade** Grade 5, Points 12 to 17 (pro rata)

**Hours** Full or part time for 39 weeks per year (term time)

**Terms and Conditions** To work across Key Stages 3 & 4 providing cover supervision for classes

**Responsible to** Line Manager

**Purpose of the Job**

To support students and teachers to implement the School’s Curriculum Mission Statement and contribute to maintaining standards.

#### Key Purpose

* Students will have high quality learning at all times at All Saints Catholic High School
* Students will be able to access learning opportunities in the absence of their regular teacher
* Safety and welfare of students is maintained at all times

### Key Tasks to Achieve Outcomes

To cover class groups of pupils for absent teachers. This will include:

* Collecting cover work
* Setting prepared work for groups and classes where the teacher is absent
* Supervising pupils working on the work set
* Ensuring completion of work to a high standard
* Maintaining good discipline and a positive working atmosphere
* Supervising classes using ICT and online working
* Working with small groups as appropriate, when not required for whole groups
* Feeding back to class teacher on work completed if appropriate
* Liaising with Subject Leaders and other staff as appropriate in connection with work for students
* Carrying out administrative work linked to a pastoral area while classes are working or in time when no cover is required
* Within the designated areas of responsibilities, to implement the school’s Health and Safety Policy
* To undertake other duties as requested which are an extension of or an amendment to the particular responsibilities stated above

**Indicators of Performance**

* Classes are conducted in an orderly manner
* Students make progress in cover lessons