

Blessed Hugh Faringdon Catholic School

POST HELD

Cover Supervisor

SALARY GRADE OF POST

Scale points 12-17

REPORTING TO

Deputy Headteacher

RESPONSIBLE FOR

All related activities as outlined below

PURPOSE OF THE POST

To supervise whole classes during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

Duties and responsibilities

- Supervise classes when a teacher is absent.
- Complete registration for absent teachers, ensuring registers are completed correctly and returned to the office.
- Collect work that has been set by the Head of Department or sent in by the absent teacher and use this work when supervising a class.
- Manage student behaviour and use the School's Behaviour for Learning procedure as necessary.
- Collect completed work from lessons and ensure this is given to the Head of Department, or other subject teacher.
- Supervise students during morning break.
- Supervise students in the Focus Room if necessary.
- Supervise Sixth Form students in the Study Area if necessary.
- Undertake exam invigilation (under Data and Exams Manager's instruction).
- Accompany staff on school day trips.
- Complete administration duties for departments when no cover work is needed.
- Put up classroom displays or assist others with this.
- Assist with supervising whole school events, such as Mass services or Sports Day.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.

Other duties

- Participate in any relevant training as required.

- Implement all school policies and procedures; and such other duties as may be assigned within the level of the post.
- Undertake any other related duties as requested by the Headteacher from time to time.

The responsibilities outlined above do not form an exhaustive list and may be subject to modification at any time at the reasonable discretion of the Headteacher/Assistant Headteacher in consultation with the postholder.

This post is subject to Level 1 Health and Safety Training

Person Specification

Qualifications and Training

- Good literacy and numeracy skills

Experience

- Experience of working with 11 - 18 age group is desirable
- Experience of working in an educational environment is desirable

Skills and Abilities

- Well organised
- Able to work effectively as part of a team as well as independently
- Able to form positive working relationships with students in the 11 - 18 age group.
- Able to maintain good discipline through a non-confrontational manner
- Good ICT skills
- Good communication skills