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| Description: Description: Picture1 | **‘SAFER SCHOOL, SAFER CULTURE’**  **Cardinal Heenan Catholic High School**  “RESPECT, BELIEVE, ACHIEVE.” |

**JOB DESCRIPTION**

**JOB TITLE:** Cover Supervisor

**RESPONSIBLE TO:** Deputy headteacher (curriculum)

**SALARY:** Pass Scale 5 (SCP 9-14)

**HOURS OF WORK:** Term time, plus 5 INSET days (39 weeks). The hours of work will be 8.30am – 4.00pm.

**Rationale**

To work as part of a professional team to support learning. The primary focus will be to work with pupils under the guidance of teachers and the school leadership team within an agreed system of supervision.

## Main Duties

* To support individuals and groups of pupils to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
* To supervise whole classes during the short-term absence of the teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.
* To act as an examination invigilator, when required. To provide administrative support for the school when not required for cover invigilation.

**Support for pupils when supervising classes in the absence of the teacher**

* To invigilate internal and external examinations when required.
* To register and record student attendance.
* To instruct students regarding the work left by their teacher.
* To answer student queries regarding the instructions/work left by teaching staff.
* To provide students with the necessary resources for their learning.
* To enable orderly entrance and exit of classrooms.
* To promote the inclusion and acceptance of all pupils within the classroom.
* To create a calm and purposeful environment in which pupils can complete work set by the classroom teacher and engender high expectations.
* To follow school systems and procedures on behaviour management.
* To report back as appropriate using the school’s referral procedures on the behaviour of pupils during the lesson and any issues arising.
* To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
* To collect any completed work after the lesson and return it to the appropriate teacher.
* To liaise with head of departments to answer any queries regarding work set by the subject teacher as appropriate without leaving students unsupervised.
* To be aware of particular pupils’ specific needs as identified in IEP’s.
* To support pupils in using basic ICT as directed.
* Make use of all school systems to ensure a seamless approach to Teaching and Learning.

**Support for the School**

* Support for the curriculum when supervising classes in the absence of a teacher.
* To collate a bank of supervision work in liaison with the relevant members of the teaching staff.
* Be aware of and comply with policies and procedures relating to inclusion, child protection, behaviour management, health, safety and security, equal opportunities and SEN, confidentially and data protection, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for pupils.
* Attend and participate in regular meetings, including staff meetings, Subject/Year Team meetings, parents evenings and INSET days.
* Participate in training and other learning activities and an annual performance review as required.
* Carry out PPA.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
* Undertake planned supervision of pupils’ out-of-school-hours learning activities.
* Assist with the supervision of pupils out of lesson time, including before and after school and at break times.
* Supervise pupils on visits, trips and out-of-school activities as required.
* Provide clerical/admin support, e.g. photocopying, typing, preparing resources, binding, filing, collecting money etc.
* Carry our all duties showing due regard to all relevant legislation and professional standards including Health and Safety at Work Act, Safeguarding etc.

**Context**

All staff are part of a whole School team. Each individual is required to support the values and ethos of the School and School priorities as defined in the School Improvement/Development Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy and sometimes pressurised environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the School. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**I have read the job description and agree to all of the terms and conditions set out therein. I also agree to comply with all Cardinal Heenan High School’s Policies, Child Protection and Health and Safety regulations. I understand that his job description is not an exhaustive list and I agree, when required, to undertake any reasonable requests made by the headteacher.**

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| Post Holder Signed: | Dated: |
| Line manager Signed: | Dated: |