



## Liverpool College

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

### Job Description

|                  |   |
|------------------|---|
| Post Title       | Cover Supervisor  |
| Salary/Grade     | Spinal Column Points 13-20 (FTE £28,163-£31,586).<br><b>Actual salary £21,867-24,525 per annum.</b><br>Starting point dependent on qualifications and experience.                   |
| Working Time     | Part-time, term-time only (37 weeks): <b>35 hours per week</b> (FTE 37 hours), 8.25am–16:00 Monday-Friday (with half an hour unpaid lunch break) including 5.80 weeks paid holiday. |
| Reporting to     | Vice Principal Operations   |
| Liaising with    | Vice Principal (Operations) and Colleagues  |
| Disclosure level | Enhanced  |

#### Summary of the overall purpose of the job

- To supervise classes, throughout the whole College (Primary and Secondary), during the short-term absence of the class teacher.
- To ensure that the tasks pre-prepared by the absent teacher are carried out by the pupils and that the School's Behaviour Policy is followed.
- To supervise pupils in after school detention, internal referral and at break and lunch time (where directed).
- Provide cover for form tutor and take roll call in registration (am or pm) as requested.

#### MAIN DUTIES AND RESPONSIBILITIES:

##### Support for Pupils

- To supervise classes or groups of pupils for whom work has been set.
- To assist pupils in understanding the work set in order to minimise the effect of the teachers' absence upon their learning and progress.
- To promote high standards of behaviour and follow behaviour management guidelines at all times.
- Respond to pupil enquiries on procedures while keeping them on task.
- Promote the inclusion of all pupils within the classroom within the College Equal Opportunities policy.

### Support for Teachers

- To complete attendance registers for all classes supervised.
- To act on behalf of the teacher in ensuring the health and safety of pupils in the classroom
- To collect completed work and return it to appropriate class teacher or Head of Faculty as requested.
- To mark pupils' work following a prepared mark scheme, if required.
- To report back to class teacher or Head of Faculty on issues arising from the lesson, passing on any positive pupil performance or concerns.
- To cover for morning or afternoon registration.
- To invigilate tests and examinations.

### Other responsibilities

#### Support for the College

- To support and contribute to the activities programme of the College.
- To escort and supervise pupils on educational visits and out-of-school activities (on a voluntary basis).
- To provide additional assistance in the classroom or undertake other administrative duties if not required for cover at any time.
- To be aware of and support College policies on confidentiality, data protection and safeguarding.

### General

#### The post holder will be expected:

- To follow the guidelines of the staff handbook.
- Promote the College values and mission statement.
- To promote actively a culture of inclusion, anti-racism and equity.
- To undertake relevant training and professional development activities.
- At all times, to undertake all duties with due regard for Health and Safety regulations.
- To be familiar with the range of software in the Academy,` such as BromCom and CPOMS, and provide assistance in its use within the Academy as and when appropriate.
- To engage actively in the performance review process.
- To comply with any reasonable request from the Principal to undertake work not specified in this job specification.
- To be courteous to colleagues and parents, and to provide a welcoming environment for all visitors to the College.

***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a diverse and inclusive co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.***

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***