

St Edmund Campion Catholic School



Job Description

POST:	Cover Supervisor
RESPONSIBLE TO:	Vice Principal
SALARY:	Grade 3 Term Time Only
KEY RELATIONSHIPS:	Senior Leadership Team, Heads of Year, Form Tutors
LOCATION:	St Edmund Campion Catholic School, Erdington
WORKING PATTERN:	32.5hrs – Term Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. Staff are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

1.0 **JOB PURPOSE:**

- 1.1** To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures

2.0 **DUTIES AND RESPONSIBILITIES:**

- 2.1** Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- 2.2** Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- 2.3** Respond to any questions from pupils about process and procedures but excluding lesson content
- 2.4** Deal with any immediate problems or emergencies according to the school's policies and procedures
- 2.5** Collect any completed work after the lesson and return it to the appropriate teacher
- 2.6** Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- 2.7** Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- 2.8** Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- 2.9** Contribute to the overall ethos/work/aims of the school
- 2.10** Recognise own strengths and areas of expertise and use these to advise and support others
- 2.11** Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- 2.12** As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.
- 2.13** Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.14** To ensure all tasks are carried out with due regard to Health and Safety
- 2.15** To undertake appropriate professional development including adhering to the principle of performance management.
- 2.16** To adhere to the ethos of the school
 - 2.16.1** To promote the agreed vision and aims of the school
 - 2.16.2** To set an example of personal integrity and professionalism
 - 2.16.3** Attendance at appropriate staff meetings and parents evenings

2.17 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

General

- To be a visible and pro-active part of the duty system throughout the school day both in terms of before and after school, and during break time
- Be first aid trained and be part of the daily first aid rota.
- Support with the delivery of whole school curriculum activities such as enriched curriculum time, super learning days and trips and visits as directed
- Support with invigilation of internal and external examinations as directed by the leadership team and person in charge of exams.
- Participate in all training as directed
- To attend all staff meetings and relevant staff events as required

This job description will be reviewed annually and may be subjected to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the post holder

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

All persons are expected to respect the confidential nature of matters relating to all stakeholders. Staff are expected to follow all regulations set out by the school regarding Data Protection in accordance with GDPR

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.