St John Fisher Catholic High School

Job Title:	**Cover Supervisor**
Job Purpose:	To supervise classes and groups of pupils carrying out work set during the short-term absence of the teacher responsible for the class. When not required for cover supervision, to undertake other appropriate tasks to support the work of the school.
Accountable to:	Senior Administrative Officer, who is responsible for organising the cover arrangements. Work will be provided by the appropriate teacher or Head of Department.
Accountable for:	Allocated classes
Salary Grade:	C1, SCP 12-17 £24,496 - £26,845
Disclosure level:	Enhanced
Catholic Ethos	• To play a full part in the life of the Catholic school community. • To have respect for the individual and the central Catholic ethos of the school. • To have the highest expectations of ourselves, our staff and our students. • To contribute to and encourage a culture of openness, trust, honesty, and service. • To encourage all staff and students to follow this example and actively promote school policies.
Key Responsibilities	• To liaise with the person responsible for organising cover arrangements on a daily basis to be informed of the classes to be supervised and the work set for the students. • To collect materials for the work set and take to the relevant classroom. • To welcome the class, allocate the pre-prepared work set (with support from teaching staff where necessary) and answer any questions from students about process and procedures. • To supervise and support the students while carrying out the work set, to ensure that they are “on task” and that behaviour is good. • To develop classroom management skills to ensure an appropriate, positive classroom atmosphere is maintained for effective learning. • To be responsible for the health and safety of students in cover lessons. • To refer problems with understanding of the work to a designated subject teacher. • To deal in the first instance with problems of students’ failure to work or misbehaviour, in line with the school behaviour policy. • To refer persistent problems of failure to work or misbehaviour to a designated member of staff.

	• To collect work completed and other materials at the end of the lesson and return to the designated member of staff. • To report on the conduct of individual students and groups of students to the designated member of staff at the end of each lesson. • To work with the teaching staff in the design of generic work packages for cover lessons. • To undertake exam invigilation, as required. • When not required to cover classes, to be available to perform appropriate clerical or practical support to subject teams by arrangement. Tasks may include filing, reprographics, stocktaking, preparation of resources and individual pupil support. Note: • The work is essentially supervisory in nature and does not involve planning and preparing lessons or assessing and reporting on pupil progress.
Other General Responsibilities	• To support and maintain the Christian ethos of the school, as stated in the school mission • To safeguard the well-being of all pupils at the school and promote their welfare. • To participate in the school's procedures for performance management • To attend school meetings as appropriate, within designated hours • To undertake appropriate staff training and development activities • To undertake any other responsibilities and duties commensurate with the post, as may reasonably be required by the Headteacher
To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	