

### Job Description

<b>Post:</b>	<b>Cover Supervisor</b>
<b>Pay Scale:</b>	<b>Grade 5 SCP 12-17</b>
<b>Responsible to:</b>	
<b>Main Location:</b>	<b>School Based</b>

### Main Duties

- To supervise classes and support the learning of pupils in the absence of teachers.
  - All classroom teachers and cover supervisors, both in their roles as teacher / cover supervisor and form tutor, will contribute to the curriculum and year teams in supporting the school's mission statement and achieving its aims. As a professional within a Catholic School you will be expected to enhance the life of the school by delivering and supporting high quality learning, contributing to the work of the teams of teaching and support staff, being reflective about your own practice and effectiveness: sharing with, and learning from the work of others, and constantly seeking ways to improve through innovation and research.
  - You are expected to conform with, and contribute to, the systems and structures of the school to ensure good order and the health and safety of pupils and students. An agreed system of performance management operates throughout the school and all colleagues are encouraged to further their own skills through continuous professional development.
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- To support the aims and ethos of the school by adherence to its policies and practices.
  - To support the Cover Manager in checking the suitability of cover work supplied
  - To support the Cover Manager in inducting the agency staff on arrival
  - To have a working knowledge of professional duties and legal liabilities
  - To ensure you have a clear knowledge and understanding of the school policies and procedures, particularly those relating to safeguarding.
  - Ensure observation of Health and Safety Regulations.
  - To adhere to the school's procedures to register accurately and codify attendance and absence, and to complete class registers – currently via SIMS - for all groups taught
  - Participate fully in Performance Management
  - To reflect on your own practice and contribute to the school's self-review / evaluation processes.
  - To undertake the duties of Form Tutor, supporting the Catholic ethos of the school and contributing pro-actively to the PSHE and enrichment curriculum.
  - To attend meetings and twilights as appropriate within the agreed school structure.
  - To make a positive contribution to the wider life and ethos of the school, including the extra-curricular life of the school
  - To participate in break and other supervisory duties undertaken by teaching staff.
  - To accompany visits and field trips where appropriate.
  - Any other reasonable tasks of an equivalent nature involving work related to the care and welfare of pupils and the efficient functioning of the school.

### **In the classroom**

- Provide classroom supervision in the absence of a teacher, in accordance with the school's policy.
- Manage the behaviour of pupils whilst they are undertaking work, to ensure a constructive environment.
- Report back using the school's agreed referral processes (to Class teacher / Head of Year or Head of Department as appropriate) on the behaviour of pupils during the class the issues arising.
- Communicate work set by the teacher to the pupils, responding to any questions from them about process and procedures.
- Communicate feedback from the covered lesson and ensure all completed work is returned to the class teacher.

### **Continuing professional development and formation**

- To contribute to the pastoral care of pupils and students and to support their spiritual, moral, social and cultural development.
- To pray daily with your form and ensure that your form group fulfils a daily Act of Worship.
- To participate as reasonably required in the worshipping life of St. Gabriels, as a Catholic School, including supervision of pupils, assistance with and preparation of appropriate acts of worship and the promotion of the contribution which each subject area and school activity makes to the spiritual well-being of the school.
- To communicate, as appropriate, with parents of students or outside agencies concerned with the welfare of individual students, after consultation with appropriate staff.

### **General Responsibilities**

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

*The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.*

## Person Specification

**Key E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application

	Essential / desirable	Evidence
<b>Qualifications</b>		
GCSE English and Mathematics at Grade A* - C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	E	A/C
<b>Knowledge &amp; Experience</b>		
Excellent communication/ interpersonal skills including experience of liaising with professionals.	E	A/I
Previous experience of working in a similar role in an educational setting.	D	A/I
Knowledge and experience of Microsoft Packages including Word, Excel, Publisher, PowerPoint and electronic communication.	E	A/I
Understanding of the importance of safeguarding/ child protection when working in a school setting	E	A/I
Able to organise own workload and prioritise tasks/ solve problems within a busy environment	E	A/I/R
Knowledge of data protection and understanding of the importance of maintaining confidential information.	E	A/I
<b>Technical Skills &amp; Ability</b>		
Excellent organisational skills, with the ability to work to tight deadlines.	E	A/I
Good communication skills and an ability to relate well with others.	E	A/I
Ability to work on own initiative as well as part of a team.	E	A/I
Ability to establish working systems and ensure an efficient working environment	E	A/I
Able to follow instructions and work within policies and procedures	E	A/I
Ability to Manage information and to present reports	E	A/I
<b>Personal characteristics</b>		
Professional appearance and manner, with the ability to promote a positive ethos in school	E	A/I
Keen to continually learn, develop and extend own working practices and willing to participate in training and development opportunities	E	A/I

Flexible in approach and able to meet the changing demands of the role	E	A/I
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