



<b>Post Title:</b>	Temporary Cover Supervisor
<b>Job Purpose:</b>	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 school's policies and procedures.
<b>Reporting to:</b>	Headteacher's Personal Assistant
<b>Working time:</b>	To be negotiated, either 8.00am - 3.48pm, 8.15am – 4.03pm or 8.30am – 4.28pm, Term Time only, plus to assist with Parents' Afternoon/Evenings.
<b>Grade:</b>	Support staff GR3
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To contribute and support the Catholic Ethos/work/aims of the school, and to promote and safeguard the well-being of all pupils in school.</li> <li>• Communicate, distribute and supervise work that has been set by the teacher, in accordance with the school policy.</li> <li>• Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.</li> <li>• Respond to any questions from pupils about process and procedures, but excluding lesson content.</li> <li>• Deal with any immediate problems or emergencies according to the school's policies and procedures.</li> <li>• To ensure all tasks are carried out with due regard to Health and Safety.</li> <li>• Collect the completed work at the end of the lesson and return it to the appropriate teacher.</li> <li>• 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.</li> <li>• 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.</li> <li>• Provide general clerical/administrative support both in the classroom and in the school office, e.g. input and retrieval of data into computerised and manual systems, taking registers etc.</li> <li>• Accompany staff and pupils on extra-curriculum trips, visits &amp; enrichment activities as required and take responsibility for a group under the direction of the teacher/organiser.</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.</li> <li>• To undertake appropriate professional development, including adhering to the principle of performance management.</li> <li>• To set an example of personal integrity and professionalism.</li> <li>• Attendance at appropriate staff meetings, training and Parents' Afternoon/Evenings.</li> <li>• Any other duties, as commensurate within the grade, in order to ensure the smooth running of the school.</li> </ul>
<b>Other Specific Duties</b>	To be a trained first aider.  Observance of the city council's Equal Opportunities Policy will be required.

	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example:</p> <ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the performance review process.</li> <li>• To undertake any other reasonable duty not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<b>Level of Supervision:</b>	Left to work within established guidelines subject to scrutiny by supervisor.