

JOB DESCRIPTION

Position Title:	Cover Supervisor		
Reports to:	Deputy Headteacher	Cost Centre:	
Department:	Supporting Learning	Job Code:	Term time
Location:	St Benedict's Catholic High School	Evaluated Grade:	

1. JOB PURPOSE:

To cover short term absence of teaching staff, taking sole charge of a group of pupils. No active teaching is required as pupils will learn by carrying out pre-prepared work under supervision.
The primary focus will be to maintain good order and to keep pupils on task.
To undertake the role of a Tutor and be responsible for a Tutor Group.

2. ACCOUNTABILITIES:

- Arrive promptly and prepared to cover each lesson allocated
- Ensure the class seating plan is used and attendance is logged onto SIMS promptly
- If covering a tutor period, check pupils' planners, uniform and conduct the Daily Act of Worship
- Supervision of work that has been set in accordance with school policy
- Manage the behaviour of pupils whilst they are undertaking work to ensure a constructive environment
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Respond to any questions from pupils about process and procedure
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer and assess routine tests and invigilate exams/tests as directed
- As a Tutor, to be responsible for conducting the Daily Act of Worship, planning and delivering tutor time activities in line with whole school arrangements, supporting Tutees and liaising with parents as appropriate
- If no cover lessons are allocated, maintain and renew general classroom and department displays as directed by the Deputy Headteacher

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of pupils
- Attend and participate in regular meetings

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- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Assist with the supervision of pupils on visits, trips and out of school activities as required

Development

- Participate in training and other learning activities as required
- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Head of School.

3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

Qualifications:

Essential

- Relevant NVQ 3 or equivalent qualification or relevant experience working in a secondary school

Preferred

- Additional specialist qualification
- Training in relevant strategies e.g. literacy, particular curriculum or learning area

Previous Experience:

Essential

- Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of children
- Working knowledge of national/foundation stage curriculum and other relevant learning programmes/strategies
- Understanding of principles of child development and learning processes

Preferred

- Experience working with children of relevant age
- Experience of working in a classroom setting
- Experience in working in another service to young people

Job Specific Skills:

Essential

- Good literacy/numeracy skills
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these
- Able to prioritise tasks and act on own initiative
- Able to motivate and encourage children to develop to their full potential

Preferred

- Can use ICT effectively to support learning
- Use of other equipment technology – video, photocopier

4. JOB DIMENSIONS:

Managerial & Supervisory Accountability

- None

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Financial Accountability

- None

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		

5. APPROVALS:

LINE MANAGER		Name	
Signature		Date	
HEAD OF SCHOOL		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	