

Cover Supervisor

To provide general cover across the school, supervising classes that are without the teacher. You may be required to work in any department within the school (including Physical Education)

Specific responsibilities

- Supervising the students with work left in accordance with the school policy
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set, offering support and encouragement
- Collecting any work completed after the lesson and leaving it in an appropriate place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- To accompany students on trips out when requested
- To become qualified as a First Aider and to carry out first aid duties as required
- When not covering lessons, provide support for teachers
- Maintain an understanding of school procedures and priorities, including the principles of distributed leadership and delegated responsibility, and to address all issues with the framework of these parameters and with an underpinning of the Catholic ethos of the school
- Perform any task or duty under the reasonable direction of the Senior Leadership Team
- To undertake duties as required

Accountable for:

Ensuring the safe supervision of classes and facilitating a positive learning environment in accordance with the school's Cover Supervisor standards

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

Person Specification

Requirements	Essential	Desirable	Demonstrated By
Qualifications & Training	C Grade in Maths & English at GCSE Level or equivalent	First aid qualification	Application Form
Experience	Experience of working with young people	Experience of working with young people in an educational setting	Application Form
Skills	Organised, the ability to be firm but fair in a classroom situation	Extra Curriculum provider	Application Form / Interview / Task
Knowledge		Broad knowledge of the curriculum/cover techniques Knowledge of sporting activities	Task
Management	Able to manage own workload Ability to prioritise	Ability to manage a classroom	Task
Aptitude and Personal qualities	Reliable, friendly and approachable. Professional Manner. Helpful, Motivated by working with young people		Interview