



ST. MARY'S  
MENSTON

## JOB DESCRIPTION

POST HOLDER	Cover Supervisor
ACCOUNTABLE TO	Deputy Headteacher
DETAILS OF POST	<ul style="list-style-type: none"> <li>• 30 hours per week, term time only plus 2 additional days</li> <li>• 8.15 am – 2.45 pm Monday to Friday (30 minutes unpaid lunch each day)</li> <li>• NJC Scale, Grade C1 points 12-17</li> <li>• Full time salary £29,541 - £32,046 per annum</li> <li>• Actual salary £20,280 - £22,000 per annum</li> </ul>
JOB PURPOSE	<ul style="list-style-type: none"> <li>• Provide supervision of classes in the absence of the subject teacher</li> <li>• Provide classroom support for subject teachers</li> <li>• Provide supervision of examinations</li> </ul>
WORK INSTRUCTIONS	Instructions will be received from the subject teacher, subject leader, Assistant Headteacher, Deputy Headteacher and members of SLT
MAIN DUTIES/KEY TASKS	<ul style="list-style-type: none"> <li>• Instruct students about the work left by the subject teacher</li> <li>• Provide students with necessary resources for the work</li> <li>• Register and record student attendance</li> <li>• Ensure classes enter and leave classrooms in an orderly manner</li> <li>• Answer student queries about the instructions left by the subject teacher</li> <li>• Liaise with Subject Leader or designated colleague concerning queries about the work set, as necessary</li> <li>• Complete the report form on the work done during the lesson</li> <li>• Record, report and follow through issues via the school's agreed referral procedures on the behaviour (positive and negative) of students e.g., rewards and sanctions</li> <li>• Promote high standards of learning and progress among students in accordance with school policies</li> <li>• Manage safely the classroom activities, physical learning space and resources, with due regard to the school's Health and Safety policy</li> <li>• 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</li> <li>• Carry out other duties commensurate with the post as required</li> </ul> <p>The above is not exhaustive and the post holder is expected to carry out other additional tasks as reasonably expected and required</p>

<p>OTHER RESPONSIBILITIES</p>	<ul style="list-style-type: none"> <li>• Carry out pupil supervisory duties during the lunchtime period in accordance with the school rota</li> <li>• To undertake First Aid at Work training and act as a First Aider</li> <li>• Assist with / attend school trips, visits and out of school activities as required to supervise pupils</li> <li>• To undertake invigilation duties as required</li> <li>• Contribute to the Catholic ethos of the school</li> <li>• Comply with the school's approved policies and procedures</li> <li>• Participate in and support the school's performance management process and attend any relevant training</li> <li>• There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> <li>• There may be a need to occasionally work outside of school hours and off school premises, as required by the school.</li> <li>• <b><i>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</i></b></li> </ul>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	