



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### Cover Supervisor Lead

Blessed Robert Sutton Catholic Voluntary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Reporting to:** Headteacher

**Grade/Salary:** Band 4 SCP (11 – 17)

**Contract Type:** Permanent

**Hours:** 37 hours per week, term time only  
Monday – Thursday 7:30am to 3:30pm Friday 7:30pm – 3:00 pm with 30-minute unpaid lunch.

**Location:** Blessed Robert Sutton Catholic Voluntary Academy, Bluestone Lane, Stapenhill, Burton on Trent, DE15 9SD

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#### Main purpose

- To manage staff cover for the school, deploying teachers and TAs as necessary.
- To provide stability and continuity for students whose lessons are affected through short term teaching staff absence
- To provide a high-quality customer focused management administrative service within the main school office, supervising the office administration team and receptionist.

#### Duties & Responsibilities:

- To manage, organise and administer cover for absent teachers, which includes arranging cover from supply agencies, and ensure the school's Senior Management.
- Team are aware of teacher absences as soon as possible.
- To pass cover lesson information to Cover Supervisor/Supply Teacher.
- Arranging cover direct with supply agencies, monitoring and reporting on the use of supply cover budget on a half termly basis.
- In the absence of a teacher, provide classroom management, supervision and be solely responsible for a class of pupils during lesson time.



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- Deliver programmes and monitor the children and young people's responses to the learning activities where necessary
- Supervision of teaching assistants in the classroom.
- Communicate the work set by the class teacher to the pupils and ensure that pupils are aware of the teacher's expectations during the course of the lesson with regard to task completion. To set high standards and provide a role model for pupils.
- Where work has not been set to deliver relevant work according to the subject and year group.
- To create a purposeful and orderly environment in which pupils can complete work set by the classroom teacher
- To manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils, including implementation of the school's behaviour policy
- To report back, as appropriate, on the behaviour of pupils during lesson and any issues arising, using the school's agreed referral procedures
- To establish productive working relationships with pupils and staff, acting as a role model and setting high standards
- To collate a bank of supervision work for subjects at Key Stage 3 and 4, in liaison with the relevant Head of Department / Deputy Head. Cover and supervision work will continue to be set by the curriculum department
- To establish productive working relationships with all pupils within the classroom and school by responding to pupils needs and to assist pupils with access work.
- To promote the inclusion and acceptance of all pupils within the classroom and school
- Ensure the health, safety and welfare of pupils is maintained at all times
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support pupils' learning and progress
- Liaise with teachers and other professionals regarding the work set for a class
- To motivate pupils to complete tasks set by the class teacher and encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task
- Respond to any questions from pupils about process and procedures
- To deal with any immediate problems or emergencies in accordance with the school's policies and procedures
- To provide comfort and immediate care in case of minor incidents and report serious incidents to the appropriate person for action, in accordance with the school's policies and procedures
- To collect any completed work after the lesson and return it to the class teacher as appropriate
- Accompany teaching staff and pupils on educational visits



- To support class teachers and the school community, by undertaking routine administrative duties relevant and appropriate to the post, plus any other tasks in support of teaching and learning including reprographics.
- To assist with classroom display.
- To ensure the upkeep of displays around the school site.
- To assist teaching staff with the production of classroom resources as required.
- To use the Evolve system to record school trips, producing risk assessments and to ensure compliance with health and safety requirements.
- To assist teaching staff with record keeping, school inventory records etc.
- Contribute to the overall ethos, aims and work of the school
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures
- Participate in appropriate school based meetings and training activities associated with the post
- To attend and participate in school based INSET days as required
- To take an active part in appraising their own work against agreed priorities and targets, in accordance with the school's performance management arrangements
- To undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post at the discretion of the Headteacher.
- To maintain confidentiality at all times and to observe Data Protection guidelines.

### General Admin

- To supervise the school's general admin team within the school office and liaise with senior leaders and other teaching staff to ensure deadlines are met.
- Acts as Senior First Aider managing complex situations and ensuring correct procedures are followed. (Training will be given)
- Prepare the weekly news bulletin as directed by the principal.
- Liaises with outside agencies for example school immunisation service and school photographer, managing and scheduling the programme of the day ensuring the event runs smoothly and efficiently.
- Supervising the trip administrator, ensuring policies and procedures are followed.
- Supporting staff in all administration functions (list not exhaustive) preparing mail merge letters, standard letters, creating spreadsheets, data inputting and analysis, and reprographics
- Liaise with Headteacher's PA re day to day running of the school office.
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school and disseminate as required.



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- Expenses will be paid in accordance with the Local Conditions of Service.
- Work to promote and apply the schools Safeguarding and Child Protection policy and practices.
- Work to promote and apply the Trust's Equality and Diversity policy and practices.
- The post holder will respect confidentiality issues linked to home/student/teacher/schoolwork and to keep confidentiality as appropriate.
- As a member of staff working in a school setting the post holder will have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of pupils.
- The post holder will ensure awareness of and compliance with personal responsibilities and requirements communicated by school's policies and procedures including Health and Safety.

## Wider Responsibilities

- Be aware of and comply with the academy's Child Protection and Safeguarding Policy, Health and Safety Policy, Equality Information and Objectives Policy, Data Protection Policy and any other relevant policy and procedure. Directing any questions about policy and procedure to Line Manager.
- Comply and assist with the development of policies and procedures relating to Teaching and Learning as required.
- Develop effective professional relationships with colleagues.
- Be aware of and support difference and ensure equal opportunities for all stakeholders accepting the principles underlying the school's Equal Opportunities Policy and practice.
- Maintain confidentiality of the school, its pupils, and parents, acting in accordance with the school's
- Confidentiality Policy at all times.
- Contribute to and support the overall Catholic vision and ethos of the school.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- Be committed to safeguarding and promoting the welfare of children and young people.



## Person Specification

<b>A. Training &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Higher Level Teaching Assistant Qualification	A	
Education related degree	A	
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified to at least GCSE level or equivalent including English Language and Mathematics to Grade C or above	A	
Commitment to ongoing professional development	A	
First Aid certificate		A

<b>B. Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of working with young people	A & I	
Proven experience of dealing effectively with change	A & I	
Experience of working in a secondary school		A & I
Proven experience of presenting information to a variety of audiences		A & I
Experience of working with young people in out of school activities		A & I
Proven experience of working with young people with additional needs		A & I
Experience of using IT systems (Word, Excel)	A & I	
Experience of working in a school or a similar establishment		A
Experience of making contact and dealing with external agencies		A



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<b>C. Professional Knowledge and Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good administration, time management and self-motivation skills	A & I	
Able to build and form good relationships with students, colleagues and external agencies	A & I	
Excellent ICT Skills	A & I	
Excellent verbal and written communication skills	A & I	
Ability to work constructively as part of a team, understanding school roles and responsibilities	A & I	
Excellent planning, organisation and negotiation skills	A & I	
Knowledge of school administrative systems	A & I	

<b>D. Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Able to manage own workload	I	
Able to prioritise	I	
Able to show initiative	I	
Willingness to support Catholic life in schools	I	
Emotional resilience	I	
Ability to self-evaluate and reflect	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

<b>E. Safeguarding &amp; Equality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	



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Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	