



Job Description

Post:	Cover Supervisor
Salary Scale:	Cumbria County Council Scale Point 6
Reporting to:	Assistant Headteacher
Hours:	8:30am – 3:30pm Monday to Friday with 30 minutes for lunch Term time [38 weeks per year] plus 1 week INSET training

Main Purpose:

To cover short term absence of teaching staff, responsible for supervising students and ensuring they continue to learn while their teacher is away.

To work with Heads of Department in the development of resources and project work to be used in cover lessons.

To undertake other supervisory duties, including lunchtime duty and break duties when required.

To work with individual pupils when required.

Duties

- To supervise classes and administer the work as provided by work colleagues/project based work or other pre planned work. To return the completed work to the member of staff concerned.
- To assist students with coursework and revision days.
- To contribute towards the planning and maintenance of activities with Heads of Department and staff.
- To contribute to the maintenance of a healthy, safe and productive work environment.
- To liaise with the Cover Manager each morning to determine the daily timetable and collect appropriate work/files.
- Work to establish a good relationship with pupils and colleagues working within the Catholic ethos of the school.
- To foster a positive atmosphere in class ensuring good order and following agreed school policies.
- To undertake professional development when required.



- To undertake a performance review on an annual basis.
- To attend staff training and meetings, as required.
- To work with individual pupils when required.
- To cover for examination invigilation if necessary.
- To assist in any project-based activity.
- To assist with educational trips.
- Any other duty as deemed necessary by the Headteacher

Further Information

Conditions of Service

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

These duties may be amended as necessary at the discretion of the Headteacher in light of the future development of the school.

The creation of a truly Christian environment in which the Gospel is lived and experienced by all members of its community, is the central aim of St Joseph's. All applicants are expected to be supportive of this central aim.

Safeguarding Children

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see [here](#).

Shortlisted candidates will be asked to complete a self-disclosure form to provide details of all unspent convictions and those that would not be filtered or protected, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Please note it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Additional Information

All employees will need to confirm their right to work in this country, or seek sponsorship to work via the school, where appropriate.