



Post Title	Cover Supervisor
Salary range/grade	Grade 7 SCP 22-26
Responsible to	Deputy Headteacher
Responsible for (persons)	
Budget Responsibility	
Job Purpose To ensure a high quality of learning experience for students in the absence of their regular teacher	
Main Responsibilities 1. Work with staff prior to planned absence to ensure continuity of curriculum experience 2. Supervise classes, groups and activities in the absence of their regular teacher 3. Prepare resources in collaboration with Curriculum areas 4. Maintain accurate records of cover work 5. Deliver learning activities to students as individuals and groups 6. Organise work for tutorials and lessons in liaison with Subject Leaders and subject teachers 7. Provide feedback on the quality of students' learning experienced in cover lessons, tutorials and activities e.g. school visits 8. Working under the direction of the Senior Leadership Team to provide supervision in the school's Seclusion Unit 9. Liaise with Teaching Assistants regarding the needs of individual students 10. Mentor students 11. Invigilate internal and external examinations when required 12. Be aware of and comply with policies and procedures e.g. Behaviour Management, Child Protection and Health & Safety 13. Supervise students on visits and enrichment activities as required 14. Attend staff meetings 15. Any other duties commensurate with the role.	

Person Specification

Criteria	Essential	Desirable
Qualifications	Grade C in English and Maths at GCSE or NVQ Level 2 or above	Educated to degree level NVQ 3 in relevant discipline
Experience	Experience of working effectively with students as individuals or groups to promote learning	Experience in an education setting at school or Local Authority level.
Knowledge	Understand the demands of working in a school environment	
Skills and Abilities	<p>Relate well to young people</p> <p>Excellent organisational and problem solving skills</p> <p>Communicate effectively with staff and students</p> <p>Able to:</p> <ul style="list-style-type: none"> • work as a member of a team • work under pressure • prioritise • to meet deadlines • to work to the highest standards <p>Have common sense and a sense of humour</p> <p>Willing to develop skills necessary and undertake training</p> <p>Good ICT skills</p>	Working knowledge of SIMs
Other Requirements	Support the ethos and values of Catholic Life	

This job description sets out the main duties of the role when it was drawn up, duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.