

# John F Kennedy Catholic School

## Job Description

<b>Job Title:</b>	Cover Supervisor
<b>Responsible to:</b>	Cover Manager
<b>Grade:</b>	H4
<b>Hours:</b>	28.75 per week, term time only

This job description is not necessarily a comprehensive definition of the post. It may be modified by the Headteacher, with your agreement to reflect changes which are commensurate with the salary, the role title and the school development plan.

This job description will be reviewed every two years or sooner if required.

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### Job Purpose

- To provide supervision of classes during the short term absence of the assigned teacher
- To assist a student or group of students to access areas of the curriculum as effectively as possible

### Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post
- To attend and participate in meetings as required

### Main Responsibilities

- To collect information in relation to classes covered and the work set
- To do AM registers as directed by the Cover Manager
- To register student attendance at the lesson
- To supervise the students and oversee completion of work set by the class teacher
- To feedback to the absent teacher as appropriate
- To carry out routine administrative tasks

### When not required to cover lessons

- To support with school administration as directed by the Cover Manager

### Supporting the School

- To liaise with and consult with teaching staff and other professionals supporting the students
- To attend relevant in-service training
- To be aware of school policies
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## **Person Specification**

### **Personal Characteristics**

- Excellent interpersonal skills with adults and students
- Desire to make a difference in the life of the students in our school community
- Flexible, highly organised and able to multi-task and prioritise work to meet deadlines
- Helpful, approachable with positive nature
- Able to stay calm and diplomatic under pressure
- Able to take ownership of tasks and work with minimal supervision
- Have exacting standards and a keen eye for detail
- Willing to learn and develop own skills
- Able to exercise sound judgement, especially relating to confidentiality and discretion.

### **Specific Skills**

- Excellent administrative and organisational skills
- Excellent written and oral skills
- Excellent Microsoft Office skills
- Willing and able to learn and operate new IT systems and databases as appropriate
- Able to prioritise and meet deadlines.

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced Disclosure and Barring Service check.