**Sacred Heart Catholic High School**



**Job Description**

POST TITLE: Cover Supervisor/ (Department Assistant)

**GRADE:** N5a 37hrs, term time

**RESPONSIBLE TO:** Cover Manager

**In all aspects of the post s/he must implement faithfully and effectively the Aims and Policies of this Roman Catholic School and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.**

**COVER SUPERVISOR/(DEPARTMENT ASSISTANT):**

There are two key elements to the post. Following training and guidance, the role will incorporate the provision of cover for absent teachers. It is expected that the person appointed will be attached to a number of departments and will give support, build understanding of the work done within the department and establish good working relationships with both students and staff.

# Main Duties

The following is typical of the level of duties which the post holder is expected to carry out. It is not exhaustive, and other duties of a similar type may be required at the discretion of the Headteacher.

**(a) Cover Supervision**

*This element of the post will be undertaken following a period of induction, training and assessment to build the necessary skills and confidence.*

During the short-term absence of the teacher (usually for up to ten working days), the Cover Supervisor will take responsibility for the supervision of students in class and help them to make excellent progress. This may be whole classes, small groups or individuals, as scheduled by the Cover Manager. The Cover Supervisor is not expected to have the same level of responsibilities as a teacher, and will:

1. Pick up the work programme, which the teacher or department, will have set, and efficiently organise all necessary resources and rooms to deliver this work.
2. Follow established Sacred Heart procedures to establish and maintain a calm, respectful and purposeful working atmosphere in the class, building firm and trusting relationships with the students.
3. Explain the tasks clearly to students, check their understanding, and guide and support them throughout the lesson, maintaining a good pace, keeping them on-task, giving encouragement and appropriate feedback on progress to ensure that work is completed to a high standard and in accordance with the teacher’s instructions.
4. Ensure that all students: of all abilities are enabled to do their best; be informed of students within different groups eg special educational needs; provide patient and appropriate support in accordance with individual education plans.
5. Manage student behaviour effectively in accordance with the Sacred Heart Code, setting high standards and seeking support and advice if difficulties arise, using school procedures.
6. Use ICT effectively, where appropriate, to support and enhance students’ learning.
7. Ensure that homework set by the teacher is clearly explained to students, with time to note it accurately, and collect any work due in.
8. Monitor, note and evaluate the effectiveness of students’ learning and behaviour and provide reports or other feedback to the teacher to maintain continuity of learning and care.
9. Return the work to the teacher and, where appropriate, assist with assessment of students’ work.
10. Work within the School’s quality assurance practice ensuring high quality delivery of this service.

**(b) Department support**

1. Assist with the creation of an attractive, tidy and purposeful learning environment e.g. displays.
2. The production of good quality resources for learning under the direction of teachers.
3. Assist with the organisation of educational visits, in accordance with school procedures under the direction of the teacher, and accompany students.

**(c) Other Duties**

1. Share in the supervision of students during breaks and lunchtimes on the duty rota.
2. Share in the supervision of students at the end of day on the duty rota.
3. Invigilate internal and external examinations.
4. Contribute to the provision of extra-curricular activities for students regularly.
5. Attend and participate in the cycle of school meetings and staff training.

This job description may be amended by the Headteacher after consultation with the post holder.