**St Peter’s RC High School**

**Job Description and Person Specification**

**JOB DESCRIPTION**

**TITLE OF POST Cover Supervisor**

**GRADE** Scale 5 (Points 22 to 26). Pro rata of £21,074 to £23,866

*Estimated actual salary £17,831 to £20,194*

32.5 hours per week term time only + 5 days

**MAIN CONTACTS**

1 All members of the teaching staff through cross-curricular links

2 Members of the non-teaching staff as appropriate

**MAIN PURPOSE OF THE JOB**

* To supervise the work of pupils during the absence of their teacher
* To endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the governors and the headteacher
* To share in the corporate responsibility for the education and well-being of all pupils in accord with the school policies

# MAIN TASKS

* 1. **Administrative**
     1. To be responsible for any necessary documentation relating to individual pupils including the registering of attendance each lesson using the school’s system
     2. To liaise with teaching staff to ensure pupils have work to do in the absence of their teacher
  2. **Supervision**
     1. To supervise classes or groups as assigned by the cover manager or deputy headteacher
     2. To supervise and manage work for pupils when a teacher is absent and to manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
     3. Respond to any questions from pupils about process and procedures
     4. Collect any completed work after the lesson and return it to the appropriate teachers
     5. Report back, as appropriate, on any issues arising during the lesson
     6. To develop a good, positive relationships with young people
     7. To engage constructively with young people and to relate to them and to their needs
     8. To encourage young people to develop their skills

1. **Professional Responsibilities**

To attend meetings with teachers and other professionals as required

* + 1. To be familiar with child protection issues and other welfare issues which affect children
    2. To take responsibility for one’s own personal development and take part in in-service training as required
    3. To share good practice

**Information Communication Technology**

1. To assume responsibility for care and security of ICT hardware and software in your work area
2. To receive appropriate INSET in the relevant use of ICT in the curriculum area
3. To use new software and ICT techniques including the INTERNET where it supports learning

**Equal opportunities Policy**

Promote equal opportunities in all aspects of responsibility according to the school’s aims and objectives

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

* to play a positive role in the spiritual life of the school community
* to maintain a high standard of discipline, appearance, punctuality and commitment in all students
* to promote parental and community involvement in the life and work of the school

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document.*

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**Notes to Applicants:**

Listed below are the minimum requirements, which are considered necessary for the post. In your application, please address each of the areas **asterisked**, giving details of your experience together with examples of how you have undertaken tasks which illustrate clearly that you have the relevant experience, abilities, skills, knowledge and commitment for the post.

|  |  |
| --- | --- |
| MINIMUM ESSENTIAL REQUIREMENTS | METHOD OF ASSESSMENT |

**1. Training, Qualifications, Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| **\*** | 1.1 | experience of working in a teaching and learning environment | Application Form |
| **\*** | 1.2 | to have attended recent, relevant courses | Application Form |
| **\*** | 1.3 | to have recent experience of professional development and self-awareness of professional needs | Application Form |

**2. Interpersonal Skills:**

*To be able to communicate and co-operate effectively by:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 2.1 | making use of speaking and listening skills in different contexts | Interview |

**3. Management and Organisation:**

*To be able to manage and organise effectively by:*

|  |  |  |  |
| --- | --- | --- | --- |
| **\*** | 3.1 | prioritising work and seeing a job through to completion while working to appropriate deadlines | Application Form/Interview |
| **\*** | 3.2 | being adaptable to new demands of the job | Application Form/Interview |
| **\*** | 3.3 | working as part of a team | Application Form/Interview |

**4. Special Knowledge:**

*Understanding and awareness of:*

|  |  |  |  |
| --- | --- | --- | --- |
|  | 4.1 | the need to be responsible for assessing pupil progress on a daily / weekly basis | Application Form/Interview |
| **\*** | 4.2 | how to work independently, with guidance from teaching and other staff as required, in class and away from the classroom | Application Form/Interview |
| **\*** | 4.3 | the need to be responsible for planning work for individuals and groups of pupils | Application Form/Interview |

**5. Work Related Circumstances**

*Commitment to:*

|  |  |  |  |
| --- | --- | --- | --- |
| **\*** | 5.1 | the school’s Equal Opportunities Policy | Application Form/Interview |