

Job Description

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced criminal records disclosure check.

Post Title	Cover Supervisor
School	St. Peter's Catholic School
Salary Band/Range	Band C (£16,491 - £21,268 pro-rata)
Responsible to	Cover Manager
DBS Check	Enhanced
Special Conditions	37 hours per week, term time only

1. Job Purpose

To supervise students and deliver the set lesson in the absence of the classroom teacher.

2. Key Responsibilities

2.1	Main Duties
	<ul style="list-style-type: none"> To supervise students and deliver the set lesson in the absence of the classroom teacher. To work with the relevant head of department/teacher and to follow the advice provided in the delivery and supervision of the lesson. To maintain attendance and behavioural records. To forward student's work to the class teacher/ head of department. To assist teachers with display work throughout the school. To offer in-class support to individuals or groups of students in the classroom under the supervision of the classroom teacher. To work with identified students individually outside of the classroom. To liaise with teaching and learning support staff and other agencies. To assist in the testing and assessment of individual students. To input relevant information on student progress into computer records.
2.2	People
	There are no people responsibilities for this post.
2.3	Safeguarding
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.4	Health & Safety
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.
2.5	Policies & Procedures
	The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
3.	Other Conditions
3.1	Mobility
	Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

	3.2	Equal Opportunities
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
	3.3	Variations to Job Descriptions
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.
	3.4	Training and Development
		The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.
	3.6	Core Qualities & Leadership Framework
		The school expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.