



ST MICHAEL'S CATHOLIC HIGH SCHOOL

JOB DESCRIPTION

COVER SUPERVISOR

JOB TITLE:	Cover Supervisor
JOB PURPOSE:	Covering absent teachers
ACCOUNTABLE FOR:	Ensuring students are kept on task and complete cover work.
ACCOUNTABLE TO:	Cover Manager

KEY ACCOUNTABILITIES:

1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.

2. **EVERY CHILD MATTERS - KEEPING CHILDREN SAFE**

It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.

3. To work under the guidance of teachers and/or members of the School Leadership Team and within an agreed system of supervision.
4. To supervise whole classes during the short-term period absence of the Teacher. The main focus of such cover will be to respond to questions, assist pupils to undertake set activities and stay on task and maintain order.
5. To act as an examination invigilator when required. To provide administrative support and other duties within the school when not required for cover

KEY TASKS:

1. SUPPORT FOR PUPILS WHEN SUPERVISING CLASSES IN ABSENCE OF THE TEACHER

- 1.1. Register and record student attendance on the school SIMS system
- 1.2. Instruct students regarding the work left by their teacher
- 1.3. To provide students with the necessary resources for their learning
- 1.4. Enable orderly entrance and exit of classrooms
- 1.5. To promote the inclusion and acceptance of all students within the classroom
- 1.6. To create a calm and purposeful environment in which students can complete work set by the classroom teacher
- 1.7. To follow school system and procedures on behaviour management and keep school database updated with incidents
- 1.8. Report back as appropriate using the school's referral procedures on the behaviour of pupils during the class and any issues arising
- 1.9. Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
- 1.10. Collect any completed work after the less and return it to the appropriate teacher
- 1.11. Liaise with Subject Leaders about cover work
- 1.12. To be aware of particular students' specific needs as identified in IEP's
- 1.13. Support students in using basic ICT as directed
- 1.14. To undertake other duties and responsibilities that are considered reasonable and appropriate