



St Bonaventure's School



Cover Supervisor Job Description & Person Specification

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This appointment is subject to an Enhanced DBS check, positive references and stringent safer recruitment protocols.

Responsible to:	The School Business Manager Lead Practitioner Deputy Headteacher - Teaching and Learning
Appointment:	Permanent, term time only 8.30am to 4.15pm, Monday to Friday With 30 minutes for lunch
Scale:	5
Salary:	Point 12 - 15, £31,524 - £32,931 Pro rata for term time only
Purpose:	To support the education of the students at St Bonaventure's as directed by the teaching staff at the school. To share in the whole school responsibility of care for students with regards to their well-being and discipline. To be responsible for classes of students as required during teacher absence.
Managed By:	Lead Practitioner
Liaison with:	SEND Co Curriculum Leaders
Responsibilities:	Cover Supervision <ul style="list-style-type: none">• Responsibility for promoting and safeguarding the welfare of children and young people.• To be able to form and maintain appropriate relationships and personal boundaries with children and young people, including those with challenging behaviour and with other staff.



St Bonaventure's School



- The cover supervisor will be responsible for the cover of groups of students during the short term absence of the usual classroom teacher.
- To ensure orderly behaviour of students in the classroom.
- To assist students with the completion of work.
- To supervise classes of students, who are working on pre-prepared work.
- To ensure that students complete all necessary work by managing behaviour and maintaining an orderly and constructive working environment.
- To be familiar with the schools discipline policy and procedures.
- To respond to questions from students and give advice.
- To deal with and report all emergencies and problems.
- To collect work from the relevant Curriculum Leader ready for the start of the lesson.
- To collate all completed work at the end of a lesson, returning it to the relevant Curriculum Leader.
- To ensure that all classrooms are left in a tidy and ordered manner.
- To refer any behavioural issues to the Head of Year, using the schools expected Policy, Procedures and Practice.
- To attend all morning briefings to hear school news, to report to the school business manager to collect duties for the day, prior to 8.45am.
- To complete sessional registers and class registers following statutory guidelines as instructed.

Learning Support Assistant - if not required for Staff Absence

- To use all opportunities to develop student language skills, numeracy, literacy and other skills as directed by teachers.
- To assist in monitoring and recording student progress.
- To give oral and written feedback to students on their attainment and progress.
- To work collaboratively with teachers to identify and respond in an appropriate manner to individual learning needs.
- To work collaboratively with teachers in setting appropriate learning expectations for students and to support the students to achieve these.
- To work collaboratively with teachers in setting appropriate behaviour expectations for students and to support the students to achieve these.
- To assist the school in promoting self-esteem of the students.
- To encourage the inclusion agenda.
- To create and maintain a purposeful, orderly and supportive learning environment.
- To work with individuals or groups of students at the end of the school day as instructed by the Director of Inclusion.



St Bonaventure's School



General Duties

If not working as a Cover Supervisor, the members of staff will be directed to duties by the SENDCo and support students in lessons.

As a Cover Supervisor, there is no entitlement to Planning, Preparation or Assessment time for day-to-day short term cover. If medium to long term cover is required, the Cover Supervisor will need to liaise with a Curriculum Team and an appropriate level of PPA will be allocated.

If a Cover Supervisor is a post holder of a TLR (or equivalent) they will be granted the equivalent management time as a school teacher with the equivalent post.

As this post does affect the education of students, we need to protect the education of young people. The post of Cover Supervisor will have dates for resignation that are equivalent to those in the School Teacher's Pay and Conditions Document (STPCD). This will only be waived in liaison and agreement with the Headteacher.

To undertake other duties and responsibilities as required by the Headteacher commensurate with the grade of the post.

Person Specification

Experience:

- Experience of working with students in a school environment.
- Has worked with adults in a constructive and supportive way.
- Has worked with classes at all ages and all abilities.
- Able to demonstrate that students within their care make good progress and are well cared for.
- Has used SIMS or similar Management System
- Has a knowledge of Safeguarding Policies, Procedures and Practices.

Skills:

- Competent in the use of English and Mathematics.
- Excellent written and verbal skills
- Excellent organisational and planning skills.
- Able to relate to all staff in the school.
- Able to work on one's own, using one's own initiative.
- A good working knowledge of ICT.
- A good knowledge of Positive Behaviour management strategies.
- Able to reduce tension in relationships.
- Able to manage a classroom of students safely.



St Bonaventure's School



- Able to supervise students and understand their behaviour and be able to respond to their needs, in a variety of circumstances.
- Able to act quickly and responsibly in the event of an accident, unacceptable behaviour or disruption.
- Understands how students learn.

Qualities:

- Passionate about education.
- Understands that education has the ability to change lives.
- Enjoys working with young people
- Effective communicator
- Confidential
- Trustworthy and honest
- Committed to improving the life chances of children
- Enthusiastic
- Confident, positive and flexible
- Supportive and understanding of the Catholic Faith and identity of the school.
- A calm disposition.
- A good humour
- Hardworking

December 2024