



St. Michael's Catholic School

Job Description – Cover Supervisor

Phase: Secondary	Department: Cover
Job Title: Cover Supervisor	Pay Grade: Bucks Pay R3
Term of Employment: Permanent	Hours: 8.30 - 4pm 39 weeks

Designation of Post within School Structure

Executive Headteacher

Head of School Secondary

Business Manager

Line manager – Assistant Headteacher

Cover Supervisor

This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

Main Duties and Responsibilities

1. The Post

St Michael's Catholic school requires its Cover Supervisors to be eager and committed to supporting the needs of the school in particular the pupil's access to education. This role will include Covering Lessons and supporting throughout the school across different subjects and Key stages. This role may also have exposure to working with parents as dictated through the requirements of the role.

1.1 Post Purpose

To take responsibility for groups or classes of students in the short-term absence of their usual allocated teacher. In this context, the Cover Supervisor is responsible for:

- Delivering work that has been set by the Class Teacher or HOD
- Registration of the class and ensuring students follow procedures as outlined in the school policies
- Liaising with teaching staff with regards to the work set
- Responding to any questions from students about process and procedure
- Managing the behaviour of the students in accordance to the school's behaviour policy
- Supporting and engaging students in line with the work set, ensuring the students achieve the most out of the lesson including feedback where appropriate
- Managing the output of students ensuring the work that has been set is completed to a high standard and ensuring the students receive the same St Michael's experience, even when teachers are absent



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- Collecting any completed work and resources after the lesson and providing feedback to the appropriate Teacher/Head of Department
- Where required, supporting students with specific intervention as directed by the Head of Department

1.2 Reporting to Line Manager

1.3 Liaising with: Line Manager, teaching staff/Head of Department, support staff and pupils/parents.

2. Operational/Strategic Planning

2.1 To ensure work set by the Class Teacher is delivered appropriately. Direct liaison with the Head of Department or Class Teacher is required

2.2 Supporting the Head of Year when required with other duties including making pastoral links with parents

2.3 Maintain records of parental contact and strategies discussed on how to support students.

2.4 Supporting the HOYs with other duties including making pastoral links with parents as directed

2.5 Undertake such other duties as reasonably correspond to the general character of the post and commensurate with its level of responsibility under the instruction of Line Manager which may include general school administration when demand for cover is low.

3. Staffing

3.1 To work with Line Manager to continue own professional and personal development.

3.2 To support teachers across the school, and to ensure continuity of provision for pupils.

3.3 To undertake a 'duty' as part of the school's duty system (including break and lunch)

3.4 To support the distinctive qualities of the Catholic Ethos in Education and the particular aspects of working in a Catholic school.

4. Notes

4.1 The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions for employment.

4.2 This job description is not a comprehensive definition of the post. This job description should be reviewed each year as part of the appraisal process.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
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<p>Qualification and training</p>	<p>A good general education.</p>	<p>Education to A level or its equivalent and beyond.</p> <p>Evidence of qualifications in this area.</p> <p>Qualifications in ICT</p>
<p>Experience</p>	<p>Evidence of having worked with children in some capacity.</p> <p>Ability to manage whole groups of students within a classroom setting</p>	<p>Relevant work experience in a similar environment.</p> <p>Experience as a Cover Supervisor</p> <p>Experience of working with children with SEN, preferably at secondary age.</p>
<p>Qualities, skills, knowledge and abilities.</p>	<p>A positive interest in working with children.</p> <p>Ability to get the best out of children.</p> <p>A sense of humour.</p> <p>Adaptability.</p> <p>Able to work on own and as part of a team.</p> <p>Ability to build good working relationships with a range of colleagues.</p> <p>A clear communicator.</p> <p>Ability to work calmly and with patience.</p> <p>Strong IT skills or the ability to learn new systems</p>	
<p>Health</p>	<p>A good attendance record.</p> <p>Evidence of the stamina required to cope with the demands of the post.</p>	
<p>References</p>	<p>Supportive.</p>	