**Job description**

**Cover Supervisor – St Teresa’s Catholic Voluntary Academy**

**Job purpose**

You will provide general cover across the school, supervising classes that are without their teacher. You may be required to work in any department in the school (including PE).

**Salary**

Band 3 - £16,465 for 36 hours per week, term time only

**Specific responsibilities**

* Supervising the students with work left in accordance with the school policy.
* Assisting with the management of student behaviour to ensure a constructive working environment.
* Responding to students about the work that has been set, offering support and encouragement.
* Collecting any work completed after the lesson and leaving it in an appropriate place.
* Leaving the room in good order at the end of the lesson
* Supervising entry and departure of students in accordance with school policy
* Recording and reporting attendance at lessons in accordance with school policy
* Reporting back as appropriate using the schools’ agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
* Dealing with any immediate problems or emergencies according to the schools’ policies and procedures.
* To accompany pupils/students on trips out when requested.
* To become qualified as a First Aider and to carry out first aid duties as required.
* To undertake duties as required.
* When not covering lessons, provide support for teachers.
* Maintain an understanding of school procedures and priorities, including the principles of distributed leadership and delegated responsibility, and to address all issues within the framework of these parameters and with an underpinning of the Catholic ethos of the school.
* Perform any task or duty under the reasonable direction of the Senior Leadership Team.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*