

Cover Supervisor - Job Description

Job Title: Cover Supervisor

Location: John Henry Newman Catholic College

Hours of work: 37.5 hours a week hours per week, term time only - 08:30am - 4:30pm

Salary:

Reports to: Cover Manager

Purpose of the Role

- To supervise whole classes during the absence of teachers which may include supervising students in the Restorative Impact Centre.
- To carry out other duties as delegated by SLT when there is no absence to cover. This may include break/lunch duties and supporting students with SEND in lessons or interventions.

Responsibilities

- To ensure that students work in a calm and secure environment and manage the behaviour of students in lessons or registration time using rewards and sanctions in accordance with the College behaviour policy
- To keep students on task and complete the set work to a high standard during the lesson
- Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour
- Promote the inclusion and acceptance of all students within the classroom and be aware of the targets outlined in students' SEND plans
- To ensure that students use equipment safely
- Refer any students' concerns to the relevant Tutor, Subject Leader and Head of Year
- To keep a record of student attendance at and punctuality to lessons and report any notable observation to the tutor by completing attendance registers
- Check uniform is in-line with College expectations and refer any problems to the Head of Year. To attend internal CPD sessions and other meetings as directed
- To read and conform to the relevant school policies pertinent to the post, with particular reference to the confidentiality policy
- All appointments made are, as usual, subject to the receipt of satisfactory references and a police record check.

Support for Teachers

- Collect completed work at the end of the lesson and return it to the appropriate teacher
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and keep appropriate records as agreed with the teacher.
- Promote the College's HEART values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their learning behaviours.

Support for the School

- Promote and safeguard the welfare of students you are responsible for or come into contact with
- When not needed to perform Cover Supervision for absence, the post holder may be expected to work, as part of the SEND team
- Deal with any immediate problems or emergencies according to School policies and procedures which may include appropriate administrative tasks
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, equal opportunities, health, safety and security, confidentiality and data protection and SEND, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
- Participate in professional development training and other learning activities as required
- To be alert to any safeguarding concerns and inform one of the safeguarding officers as soon as possible during the course of that working day
- The postholder may also be required to undertake such other duties and training as may be required provided they are consistent with the nature of the post e.g. homework club, student supervision
- Assist with the supervision of students out of lessons times including before and after school, break and lunchtimes.

Other clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal

5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

The John Henry Newman Catholic College is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check. Equality, Equity, Diversity and Inclusion. We want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.