Job Description

| **Job Title** | Cover Supervisor |
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| **Location** | St John Plessington Catholic College |
| **Responsible To:**  **Salary Grade** | Assistant Head Teacher  Band F, Scale point 12-17 £26,421-28,770 FTE (£22,928.14-£24,966.61 actual) |
| **Contract:** | This is a full-time, permanent, 36 hours per week, 39 weeks per year (term time plus INSET days) |

| **Key Purpose of Job**  To supervise whole classes of pupils, in the absence of a teacher, and ensure that work set is completed. Cover is provided for the short-term absence of teaching staff so that an effective and tailored provision is delivered. |
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| **Key Responsibilities of the Post**  MAIN DUTIES AND RESPONSIBILITIES   1. To support the Catholic Ethos of the school.   2. To act as cover supervisor as effectively and efficiently as possible to ensure continuity of learning for the pupils and to minimise the cover that teachers are required to do.  3. To act as an invigilator during public examinations when required by the examinations officer.  4. To share in the cover for absent non-teaching colleagues if not required to cover for teachers.  5. To build up a bank of suitable material which could be used with classes where the teacher is unable to provide it.  6. To undertake additional duties that may arise out of changes in the department routine curriculum or as part of the wider College team.  7. To be flexible and willing to work with staff to improve teaching and learning.  8. To attend relevant courses, particularly in relation to Safeguarding, Health and Safety and deal with any immediate emergencies in accordance with the College policies and procedures to ensure that student / employee safety is assured.  9. Manage the behaviour of the students whilst they are undertaking their work, to ensure a constructive environment.  10. To be called upon to perform other duties that the Head Teacher considers reasonable that are commensurate with the grading and description of this post. |
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| **Supervision / Line Management Responsibilities of the post**   * None |
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| **Working Environment & Conditions of the post**  Normal office environment |
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| **Other Duties** To undertake additional duties as required, commensurate with the level of the jobTo contribute to the effective working of the HFCMAT  1. Maintain positive, professional relationships with students, parents/carers and teachers  To participate in induction training, staff review processes and professional development opportunitiesAll staff must commit to Equal Opportunities and Anti-Discriminatory Practice  1. The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings and school vehicles 2. The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled 3. The post-holder is expected to familiarise themselves with, and adhere to, all relevant Trust Policies and Procedures 4. The post-holder must comply with the Trust/School’s Health and Safety requirements specifically for the school they are based 5. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed   As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post. |
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*The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.*Person Specification

| **Area** | **Job requirements** | **Essential/Desirable** | **Evidence** |
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| A. Qualifications and Professional Development | GCSE English and Maths (grade C or above) or equivalent  Willingness to identify and take part in relevant self- development opportunities  Willingness to undertake further training and responsibility | E  E  D | A, C  A, C, I  A, I |
| B. Experience | Experience of working in an educational environment  Understanding the individual student’s requirements  Understanding SJP procedures which impact on supervision and Behaviour Management of students | E  D  D | A, I, R  A, I, R  A, I, R |
| C. Knowledge/ Skills | Enthusiasm, commitment and flexibility  Classroom supervision and student behaviour management skills and techniques  Working knowledge of Microsoft Office package  Able to develop relationships with young people  High personal standards, in terms of punctuality and attendance as well as meeting deadlines  Good Communication skills  Ability to work as a team player | E  E  E  D    D      D    D | A, I  A, I  A, I, R  A, I  A, I  A, I, R  A, I, R |
| D. Other Conditions | Satisfactory pre-employment checks including DBS | E | C |

**Key to Evidence:**

A – Application Form & Letter

C - Certificates

I – Interview

R - Reference