



Job Description

Job Title:	Cover Supervisor
Responsible to:	Headteacher / Assistant Head
Actual salary range:	Salary Scale 5: Actual Salary Range £23,916 - £25,973
Hours:	8.15am – 4 pm Monday to Thursday (inclusive of 30 minutes lunch break) 8.15 am to 3.45 pm Friday (inclusive of a 30 minute lunch break) 39 weeks per annum (Term time plus INSET days) 36 hours per week

Duties and responsibilities

- Cover lessons for absent teachers as required.
- To facilitate and encourage learning which helps all students achieve their potential.
- To work with colleagues to support high standards of behaviour and attainment to implement school policies and procedures.
- Responsible for registering the class, supervising and supporting students, making sure they stay on track with tasks set.
- Oversee behaviour management of the classroom.
- Assist with the running of the Daily punctuality detention after school
- Undertake duties in student services and Manresa when required
- Assist with after school study and homework support
- Work with the Pastoral teams to investigate incidents by interviewing students
- Assist the Pastoral Support Manager with filing, the compiling of work packs for excluded students and any other administrative tasks that are required.
- Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.
- Ensure that the resources specified are available.
- Follow and implement school policy with respect to delivery of lessons and student conduct
- Create and put up displays, especially those relating to achievement, punctuality and behaviour.

Additional Duties

- Provide hospitality / refreshments as necessary
- Support and attend events (which may be outside of your normal working hours) as directed by the Headteacher / Business Manager (overtime will be offered for such events)
- Undertake general administrative duties, including Reprographics
- Provide cover for absent colleagues when necessary including Student Services and the Sixth Form.



- Supervise pupils during the lunch period as directed
- Support other Staff in their roles, in line with School priorities
- Such duties and responsibilities may be updated from time to time to reflect any changes to the College. Only significant additional duties or responsibilities as required by the Head teacher / SLT will render the grade of the post liable for re-evaluation.
- Any other duties within the scale of the post.
- To be or a willingness to be fully First Aid trained and to maintain this qualification.

This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.

Expectations of all Staff (Teaching & Support)

- Support the Headteacher and SLT in creating a culture for learning, high standards of achievement and success for all the students.
- Fulfil your duty of care for all the students in classrooms and around the buildings.
- Carry out all duties and responsibilities in accordance with the school's Mission Statement, contents of the Staff Handbook, policies, current practice and your duty of care for the students' well-being and safety; not to do anything to bring the name or ethos of the school into disrepute.
- Work flexibly as a member of a team, and undertake such other duties as may be required within the scope of this post.
- Deal with enquiries efficiently and sensitively.
- Ensure absolute confidentiality in all matters relating to the students, staff and school business.
- The post holder will ensure that the duties of the post are undertaken with due regard to the School's Health & Safety Policy and to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant subordinate legislation.
- Attend and participate in relevant meetings, training, performance development and other activities as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working

St Ignatius College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.