



# NICHOLAS BREAKSPEAR CATHOLIC SCHOOL

## Job Description



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<b>Role Title</b>	<b>Cover Supervisor</b>
<b>Team/Department</b>	Educational Services Team / Support Division
<b>Reports to</b>	Deputy Headteacher
<b>Grade/Scale Point</b>	H4-H5 – dependent on experience.
<b>Full time/Part time</b>	Term time only + Inset Days (37 hours per week)
<b>Created/updated</b>	April 2019

*Each person is a unique creation of God. All of us are gifted. Every aspect of what we think and do should be based upon the Gospel values of Peace, Justice, Truth and Love.*

*We are committed to safeguarding and promoting the welfare of children*

### Purpose:

To provide effective and efficient support to the Educational Services Team in order to help the school successfully achieve its aims and strategic objectives.

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

### Primary Job Functions:

#### Supporting the pupil

- Supervising the students on work left in accordance with the school policy.
- Taking into account the learning support involved, to aid the child/children to learn as effectively as possible, both in group situations and on his/her own, eg:
  - Assisting with the management of student behaviour to ensure a constructive working environment
  - Clarifying and explaining situations
  - Ensuring the child is able to use equipment and materials provided
  - Motivating and encouraging the child as required
  - Helping pupils to concentrate on and finish work set
  - Responding to students about the work that has been set

*Quality & Excellence*

### **Supporting the teacher**

- Assisting in preparing the learning environment and the materials used therein when appropriate.
- 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.
- Collecting any work completed after the lesson and returning it to the agreed person/place.
- Leaving the room in good order at the end of the lesson.

### **Supporting the school**

- To co-ordinate cover for planned and unplanned absence
- When 'cover' is not required during a particular period, to support with other reasonable school activities, such as helping students learning in classrooms or invigilate in examinations, as required.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
- To attend relevant in-service training.
- To be aware of confidential issues linked to home/pupil/teacher/ school work to keep confidences appropriately.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions.

### **General requirements**

The post-holder will be required to:

- participate in Performance Management
- comply with the Health and Safety Policy
- make themselves aware of, and comply with, all school policies which can be found in Q Drive/Staff Office Exchange/NBS Policies
- uphold the values of safeguarding children
- take ownership of their own development

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks.

All members of the support staff are expected to be flexible and to assist with duties outside their normal area of responsibility from time to time.

The nature of the work demands that discretion and confidentiality are of utmost importance at all times.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary. This job description will be reviewed annually as part of the appraisal process.

Staff Signature.....

Date.....

Line Manager.....

Date.....

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