St. Thomas a Becket Catholic Secondary School

Part of the Bishop Konstant Catholic Academy Trust

Job Description

Post title:	Cover Supervisor
Grade:	Grade 5
Conditions:	Term Time + 5 Days
Accountable to:	Assistant Headteacher – Quality of Education

Job Title	**Cover Supervisor**
Job Purpose:	To cover short-term absences of a teacher. On occasion, a cover supervisor may be asked to cover classes for an extended period.
Key Area: Specific responsibilities	▪ Supervise work that has been set in accordance with school policy. ▪ Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment. ▪ Assist pupils with their work when appropriate. ▪ Respond to any questions from pupils about process and procedure. ▪ Deal with any immediate problems or emergencies according to the school's policies and procedures. ▪ Collect any completed work after the lesson and return it to the appropriate teacher. ▪ Report back as appropriate using the schools agreed procedures on the behaviour of the pupils during the lesson and any issues arising using the schools ClassCharts software. ▪ Use ClassCharts to recognise and reward pupil achievement. ▪ Where appropriate prepare the classroom for lessons and clear up afterwards. ▪ When not needed for cover, provide additional support to teachers in classrooms or carry out administrative tasks. ▪ Contribute to the overall ethos, work and aims of the school by attending relevant meetings and contributing to the development of policies and procedures within the school. Also participate in staff meetings and training days/events as requested.
Key Area: Monitoring and Assessment	▪ With teachers evaluate pupils' progress through a range of assessment activities. ▪ Assess pupils' responses to learning tasks and where appropriate, modify methods to meet individual and/or group needs. ▪ Monitor pupils' participation and progress and provide constructive feedback to pupils in relation to their progress and achievement.

Key Area: Behaviour and Pastoral	▪ Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable. ▪ Assist in maintaining good discipline of students throughout the school and escort and supervise pupils on planned visits and journeys as appropriate. ▪ To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the post holder's contractual hours.
Key Area: Other Responsibilities	▪ Contribute to the Catholic Ethos / Mission of the school. ▪ Knowledge of and compliance with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Support the role of other professionals ▪ Attend and participate in relevant meetings as required ▪ Participate in training and other learning activities as required ▪ Any other duties commensurate with the grade and post as directed by the Headteacher.
Safeguarding:	▪ Contribute to the safeguarding and promotion of the welfare and personal care of children and young people regarding safeguarding procedures. ▪ Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the Designated Safeguarding lead or a Deputy Designated Safeguarding Lead.
This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.	

Personal specification

Qualifications & Relevant Experience	Essential	Desirable
NVQ Level 3 for Teaching Assistants or NVQ Level 3 for supporting pupils with SEND or Support Work in schools (SWIS) Level 3	✓	
NVQ Level 3 for IT users		✓
Level 3 ILM Certificate in First Line Management		✓
At least one years' experience as a Teaching assistant or appropriate relevant experience.		✓

Skills & Abilities	Essential	Desirable
Good numeracy / Literacy skills	✓	
Good behaviour management skills	✓	
Good ICT skills	✓	
Excellent communication and organisational skills.	✓	
Excellent written and verbal communication skills.	✓	
Ability to work as part of an effective team.	✓	
Initiative and ability to work independently and prioritise tasks.	✓	

Knowledge	Essential	Desirable
An understanding of the National Curriculum	✓	
Understanding of child development and learning processes	✓	

Understand confidentiality and how this relates to GDPR	✓	
First Aid qualification, or willingness to train.		✓

Personal and Interpersonal Qualities	Essential	Desirable
Understand, promote and uphold policies for safeguarding pupils.	✓	
Maintaining absolute confidentiality and integrity; being trustworthy and honest.	✓	
Professional in attitude, conduct and appearance – a role model to young people.	✓	
Calm and patient; emotionally resilient in challenging situations.	✓	
Able to quickly establish positive working relationships with a wide range of people from within and outside the school.	✓	
Committed to professional training and development.	✓	
Committed to equality and diversity.	✓	