

Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, and is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practises equality of opportunity.

Job Title Cover Supervisor

Hours of Work: Full Time (35 hours a week), Term Time Only (0.84FTE)

Salary Scale: SFCA Support Staff Salary Scale Point 11 -14 (£27,352 - £30,119 (pro rata amount: £23,138 - £25,312 per annum).

Reporting to: Assistant Principal Quality

Key Role: To cover short-term absences of a teacher. On occasion a cover supervisor may be asked to cover classes for an extended period.

Summary & Overview

- To support high quality teaching and learning across Xaverian College by supervising and facilitating theory and/or practical lessons in the absence of any class's teacher
- To ensure the intent of the lesson is met, as directed by the Assistant Principal Quality and/or a Divisional Team member or Curriculum Leader
- To monitor students during lessons and ensure that behaviour for learning meets the College's expectations and respond to any question or emergencies in line with appropriate College policies and procedures
- Where directed, to collect work produced by the students in supervised lessons and ensure this is passed on to an appropriate member of staff, typically a Curriculum Leader, Divisional Lead or Assistant Divisional Lead.

Specific Duties and Responsibilities:

- To take responsibility for groups or classes of students in the absence of their classroom teacher
- Supervising and facilitating work that has been set by the teacher or Curriculum Leader
- Supporting students to access remote learning in the classroom should the classroom teacher be able to deliver online
- Liaising with teachers and Curriculum Leaders with regard to work set for a class
- Managing the behaviour of students in accordance with college policies and procedures
- Respond to any questions from students appropriately, following the College's policies and procedures
- Collecting any completed work and resources after the lesson and returning them to an appropriate member of staff

- Using college CEDAR systems to record attendance and punctuality, as well as any issues arising, including behaviour and safeguarding concerns
- Supporting students in intervention classes in small groups
- Engaging in relevant college CPD activities
- Accompanying students on trips and visits and their educational activities
- Communicating effectively with students about arrangements made for teacher absence.
- Invigilating internal and/or external examinations as appropriate
- Supporting the management of students' behaviour around the College with specific responsibilities allocated by the Senior Leadership Team
- Supervise communal areas of the College and to facilitate a safe and positive College culture
- To assist in the assessment of students' individual learning needs
- To take part in the College's Performance Review process
- To work as part of a team and to ensure effective working relations
- To attend meetings in accordance with the College's meetings schedule
- To liaise with staff, students and external agencies where appropriate

Mission and Ethos

- To support the College's Catholic mission by being an exemplary role model in demonstrating the College's mission and values in all aspects of the role of Cover Supervisor

Miscellaneous:

- To support effective safeguarding of all young people.
- To promote inclusivity and widening participation by contributing to the achievement and implementation of the College's Equality and Diversity policy.
- To undertake any additional responsibilities and duties, commensurate with the post, as requested by the Principal.

This job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

<i>Reviewed by:</i>	<i>AdP, CGP</i>	<i>Date of review:</i>	<i>June 2025</i>
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