

**THE GOVERNING BODY OF
John Henry Newman Catholic College
JOB DESCRIPTION**

Post Title:	Cover Supervisor (maternity)	Effective From:	November 2017
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The appointment is made to the College rather than any individual area and duties may be required outside the usual day-to-day work. All Staff are part of a team of Teaching and Support Staff, bound in common service in the light of Mission Statement and School Improvement Plan.

Reporting to:	Strategic Director
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PURPOSE OF POST:

- To provide support to the curriculum teams.

Responsibilities and Duties

John Henry Newman Catholic College is an 11-18 comprehensive school with approximately 1000 pupils and 145 staff which converted to academy status in January 2011.

The following outline is not intended as a list of tasks, but gives an overall range of duties and responsibilities which reflects the position.

Job Purpose

To work with curriculum teams and supervise students in the absence of teachers

Duties and Responsibilities

- To deliver work/activities as directed as opposed to simply supervising a class.
- To maintain good order and discipline amongst the pupils in line with the college Behaviour for Learning Policy to ensure a positive environment.
- To plan and deliver appropriate learning activities when covering long-term absence using direction from Curriculum Leaders and schemes of work.
- To mark work when covering long term absence.
- To mentor a small group of year 11 students on a regular basis.
- To work with small groups of students to support GCSE coursework.
- To encourage the young people to interact and work co-operatively with each other and engage all pupils in activities.
- To respond to any questions from pupils about processes and procedures.
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
- To collect completed work after the lesson and return it to the appropriate teacher.
- To report back to the appropriate person on any issues arising.
- To supervise examinations as directed.
- To take part in all appropriate inset activities.

Duties should be undertaken in a manner consistent with the aims of John Henry Newman Catholic College.

WORKING HOURS

Working hours are 37 hours a week term time including five teacher training days. 8.30am-4.30pm Monday to Thursday. 8.30am-4.00pm Friday.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults she/he comes into contact with.

NO SMOKING POLICY

The school operates a 'No Smoking' policy. As such, the post holder is required to refrain from smoking anywhere on the school site.

HEALTH & SAFETY

The post holder will be responsible for their personal Health and Safety as per the school's Health and Safety Policy.

As an employee of John Henry Newman Catholic College, the post holder will be responsible for observing their Health and Safety responsibilities as laid down in the Health and Safety Policies. In addition, the post holder will be responsible for co-operating with their Line Manager so that they may discharge their Health and Safety responsibilities effectively.

The postholder should refer to, and take note that specific responsibilities are detailed in Health and Safety Policies.

INFORMATION QUALITY

You are responsible for ensuring that you comply with the school's Information Quality Standards.

TRAINING AND DEVELOPMENT

The College is committed to personal and organisational development of the individual. The post holder will be encouraged to contribute to identify and meet job related development needs and will be expected to attend training courses when required.

DATA PROTECTION

As an employee of the school, the post holder is expected to manage information in accordance with the standards outlined in the school's Records Management and Information Security Policies. They will ensure that information is held and transmitted securely in a manner commensurate with its sensitivity and that it complies with the provisions of the Data Protection Act 1998.

EQUAL OPPORTUNITIES

John Henry Newman Catholic College IS committed to a wide range of diversity issues including Equal Opportunities.

As an employee of John Henry Newman Catholic College the post holder is expected to demonstrate a commitment to a wide range of diversity issues including Equal Opportunities.