

## NOTRE DAME HIGH SCHOOL JOB DESCRIPTION

***Notre Dame High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***

<b>Job Title</b>	Cover Supervisor	
<b>Working Pattern</b>	37 hours per week/term-time only	
<b>Payscale</b>	Payscale G £25,979 p.a pro rata - £28,282 p.a. pro rata (actual starting salary £22,444 per annum) with performance management progression to £28,770 p.a. pro rata	
<b>Purpose of the Job</b>	<p>To contribute to teaching and learning in the school by supporting teaching departments by supervising and instructing students when teachers are absent, working in accordance with any currently applicable schedules.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>	
<b>Responsible To</b>	Assistant Headteacher – Curriculum and Timetabling	
<b>Responsible For</b>	N/a	
<b>Level of Contact with Children &amp; Degree of Responsibility</b>	<b>Level of Contact with Children</b>	<b>High</b>
	<b>Degree of Responsibility for Children</b>	<b>High</b>
<b>Conditions of Employment</b>	The conditions of employment for members of non teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.	

**Purpose of Role/Performance Measures:**

- Teaching departments are supported in an effective and efficient way.

**Primary Responsibilities:**

- To take responsibility for groups or classes of students in the short-term absence of their usual teacher.
- In this context, the Cover Supervisor will be responsible for:
  - supervising work that has been set in accordance with school policy;
  - liaising with teaching staff with regard to work set for a class;
  - managing the behaviour of students to ensure a positive learning environment whilst undertaking work;
  - responding to any questions from students about process and procedure;
  - dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
  - collecting any completed work and resources after the lesson and returning them to the appropriate teacher or Head of Department;
  - reporting back, as appropriate, on the behaviour of students during the class, and any other issues arising; - Student registration of a class.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch).
- To support departmental administration when demand for cover is low.
- Invigilate internal and/or external examinations.

**Additional Specific Responsibilities:**

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

**General Duties:**

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of children and young people.