**JOB DESCRIPTION FOR COVER SUPERVISOR**

Grade: Grade 6 – Point 8 to 13, £20,493 to £22,627 pro-rata

Actual Salary £15,387 to £16,989

**Hours:**  32.5 hours per week

**Work Pattern**: 8.30am – 3.30 pm Monday – Friday Term Time plus 5 INSET days working 39 weeks (includes a daily 30 minute lunch break)

**Contract Type:** Permanent

**Disclosure Level:** Enhanced DBS

**Overview:**

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith.

PFMAC comprises of nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church’s educative mission is fulfilled.

We believe each person is a unique creation made in the image of and likeness of God, called by name, with a special vocation and gifts to bring to the world.  We seek to develop these talents in each individual by being a beacon for Catholic education in Oxfordshire.

**Purpose:**

* Provide cover for absent teachers
* In-class support
* Curriculum support, including planning and administration
* Maintaining a positive learning environment
* Responsible for the behaviour management of the students during the lesson
* Exam invigilation

**Key Responsibilities and Duties**

**Cover for Teacher Absence**

* Cover for absent teachers, taking responsibility for their class and ensuring the students undertake pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class.
* To register each class using the electronic register system.
* Maintain good order and manage behaviour proactively and constructively.
* Promote self-control and independence.
* Keep students on task as necessary.
* Respond appropriately to questions raised by students.
* Collect any completed work and return it to the appropriate teacher.
* Deal with immediate problems and emergencies in accordance with the school’s policies and procedures.
* Report back on behaviour of students during the class, and on any issues directly arising.
* To invigilate exams during exam periods and other administrative tasks as may reasonably be assigned by the Headteacher or Line Manager which fits within the pay and grading of the post holder’s skills and experience.

**In-Class Support**

* When not required to cover for absent teachers, in-class support may be carried out.
* This may include assistance to individual students or to a group of students, as directed by the class teacher.

**Curriculum and Administrative Support**

* With emphasis on curriculum enrichment or administration as required by the Heads of Faculty or other school leaders.

**Maintaining a Positive Learning Environment**

* On a rota basis, supervise students within the school during breaks, lunchtimes and at the end of school.
* Maintain a positive learning environment in a specific designated area of the school in terms of display and presentation.
* Assist in the supervision of students on school visits.

**Exam Invigilation**

* Assist as part of team in invigilating examinations, either internal or external exams.

**Continuing Professional Development**

* Attend training provided by the school

**School Ethos**

In addition to the specific responsibilities of this post, every member of staff at the St Gregory the Great Catholic School will commit to:

* Promoting courteous and respectful relationships with students at all times
* Using their influence with other staff and students to promote high standards of behaviour and order within the school
* Working to maintain the School at the forefront of educational practice
* To support the Catholic ethos of the PFMAC.
* To play a full part in the PPMAC’s school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
* To support the MAC in meeting its legal requirements for worship
* To continue personal development as agreed

**Notes:**

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at St Gregory the Great Catholic School (SGCG). It is not intended to be a comprehensive listing of every task that a SGTG employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.
* 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.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

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| Employee Name: |  |
| Employee Signature: | Date: |
| Line Manager Signature: |  |
| Employee Signature: | Date: |