**Job description**

**Cover Supervisor**

|  |  |
| --- | --- |
| **Job title** | **Cover Supervisor** |
| **Role Summary** | We are seeking to appoint a dynamic, enthusiastic and well-organised individual to provide cover for staff absence across the Trust’s secondary schools, currently Bristol Cathedral Choir School; St Katherine’s; and Trinity Academy.The work involves taking registers, clearly explaining the work set, managing student expectations and giving feedback on the lesson. Occasional invigilation of examinations may be required. |
| **Salary** | CST pay spine points 17 – 21 (£19,013 - £21,608) pro rata**Actual salary £15,356 - £17,452** |
| **Working pattern** | **37.5 hours/week, term time only (0.8077 FTE)**Due to the nature of the work, some weeks will be busier than others. Therefore, it is envisaged that the post holder will work flexibly across the Trust’s secondary schools, as required.  |
| **Location** | The cover supervisor will be deployed across Cathedral Schools Trust Secondary schools, dependent on need.Cathedral Schools Trust Secondary schools are currently Bristol Cathedral Choir School; St Katherine’s; and Trinity Academy. Please see the [Trust website](https://www.cathedralschoolstrust.org/about-us/schools-directory/) for the precise location of each school. |
| **Duties** | The primary focus of this role will be supervision of classes as they undertake work set in the short-term absence of the class teacher. This will include:* Clearly explaining the work set; managing student expectations; giving feedback on the lesson
* Liaising with subject staff, in particular curriculum team leaders and the coordinator of supply cover (SLT).
* Implementing school policies when supervising classes, particularly in relation to good behaviour and conduct; attendance, including taking registers; disciplinary routes / referrals.

Whole school expectations:* Developing good working relationships with colleagues, students and classes, and parents.

Other:* To assist with other support staff duties when not required to supervise classes. This could include invigilating examinations or providing learning support for individuals / groups of students.
 |
| **Skills / Experience / Qualifications** | The successful applicant will have excellent literacy and numeracy skills and be able to effectively support and motivate students in their learning. They will understand the needs and aspirations of young people along with the potential barriers to participation and achievement. Excellent communication skills and the ability to work flexibly within a team are essential. Experience in a similar setting or a proven track record of working effectively with young people would be desirable.  |
| **Safeguarding** | Cathedral Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to references, DBS Barred list and Enhanced Disclosure checks.  |

**Notes**:

The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

*Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications of all backgrounds but particularly welcome those from BAME backgrounds as we recognise that our staff team does not currently reflect the diversity of our student body.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*