

Holy Family Catholic School & Sixth Form

Job Description: Cover Supervisor

Responsible to: Assistant Headteacher

NJC Scale: Points 12-16: £20,021-£21,384 (30 hours per week; term time only).

Specific hours: Monday-Thursday 8.30am-3.15pm; Friday 8.30am-3.30pm

Core Roles:

- To provide high quality supervision of lessons in the absence of teachers.
- To make sure that students behave well and complete the work set.
- He/she will be required to respond to students' general questions and provide feedback to teachers on issues such as behaviour and completion of work, but will not be expected to undertake any planning, preparation, delivery or assessment of students' progress and/or development.

Cover supervisors will be subject to general supervision and will act under the professional direction of teachers.

Specific Duties

Supervising Lessons

1. Provide high quality supervision of lessons, including:

- Being aware of and complying with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Starting each lesson with a prayer
- Supervising students in lessons to make sure that good behaviour and learning objectives set by the teacher are achieved.
- Setting high expectations
- Checking the cover list throughout the day
- Collecting cover work from the school office
- Being proactive in setting work for students on the rare occasions that work has not been set by the absent teacher.
- Liaising with teachers when supervising practical lessons (P.E, drama etc)
- Liaising with teachers and relevant support staff when supervising lessons such as science, product design etc.
- Following the school's behaviour policy
- Supporting the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
- Providing objective and accurate feedback to the teacher on the conduct of the lessons.
- Transport internal post when crossing between sites

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2. Be an excellent role model

3. When you are not required to cover lessons, be proactive in contacting your line manager to undertake other duties.

Other Duties

- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- Undertake any other duties commensurate with this post as directed by the Head Teacher from time to time.

Person Specification

The successful candidate will be in sympathy with the Mission Statement and distinctive nature of Holy Family as a Catholic Community. This is at the heart of every role within the school.

The Post-holder will:

- Have experience of working with students at KS3/4
- (Ideally) have experience of making a difference to the academic and pastoral well-being of students in a secondary school.
- (Ideally) be able to demonstrate that his/her intervention has improved the behaviour and attitude of students across a sustained period of time
- Be patient
- Have excellent organisational skills
- Have excellent literacy and numeracy skills
- Have excellent communication skills
- Be able to effectively use ICT as required
- Be able to foster good relationships with students and colleagues
- Be an excellent role model

Personal Circumstances & Safeguarding

- Be legally entitled to work in the UK.
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable individuals.
- This post is not subject to the provisions of the Rehabilitation of Offenders Act and an enhanced DBS check is required.
- Be fit to carry out the duties required of this role.
- Has appropriate motivation to work with children and young people and can relate to them in a positive way.
- Ability to maintain appropriate relationships and personal boundaries with children and young people.
- Displays commitment to the protection and safeguarding of children and young people.