

Job Description for Cover Supervisor

As a Catholic school, the senior staff work with the Headteacher and the Governors in realising the educational Mission of the Church which is reflected in the school's vision statement, its SEF and the school development plan.

Reports to: Assistant Headteacher (Day-to-day)

Job Purpose: To provide classroom supervision in the absence of regular teacher, ensuring a safe and productive learning environment where students remain on task with the work set for them. The role is central to supporting the smooth running of the school and maintaining continuity in education.

Key Roles and Responsibilities:

1. Classroom Management:

- Supervise students in a classroom setting, ensuring their safety and wellbeing.
- Maintain a calm, orderly environment conducive to learning.
- Implement the school's behaviour management policies, addressing disruptions promptly and effectively.
- Manage transitions between activities or lessons efficiently.

2. Delivering Pre-Prepared Lessons:

- Follow lesson plans provided by the absent teacher.
- Distribute and explain tasks to students, ensuring they understand the objectives.
- Monitor progress and provide guidance when required, staying within the scope of the provided material.

3. Supporting Students:

- Assist students in accessing and completing their work.
- Encourage participation, engagement, and independent learning.
- Identify and report any issues with student understanding or behaviour to the relevant staff.

4. Monitoring and Reporting:

- Take accurate registers and maintain records of student performance during the lesson.
- Provide feedback to the absent teacher regarding student progress, behaviour, or any incidents.
- Escalate concerns about student welfare or learning to senior staff.

5. Liaison and Collaboration:

- Work collaboratively with teachers, support staff, and school leadership to ensure consistency in expectations and support for students.
- Attend relevant staff briefings and / or training sessions.

6. General Responsibilities:

- Supervise other non-classroom activities, such as assemblies, break times, or examinations, as required.
 - Be flexible and ready to adapt to teaching different subjects and year groups depending on the needs of the day.
 - Uphold the school's safeguarding and child protection policies at all times.
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Person Specification:

Essential Skills:

- Strong organisational and classroom management skills.
- Confidence in supervising students across various age groups and subjects.
- Ability to maintain authority while building positive relationships with students.
- Clear communication skills, both verbal and written.
- Ability to work independently and make decisions within established frameworks.

Desirable Skills/Qualifications:

- Experience working with young people in an educational setting.
- Knowledge of school systems and curriculum structure.
- A relevant qualification in education or classroom support (e.g., Level 3 Teaching Assistant qualification) is advantageous but not essential.

Supporting the school

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy.

Other Duties:

Any other duties which reasonably fall within the purview of the post, which may be allocated by the Headteacher after consultation with the postholder.

All post holders are expected to support the school's aims, familiarise themselves with school policies and procedures and to reinforce these with students, parent and clients where appropriate. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.