



JOB DESCRIPTION

Post Title:	Cover Supervisor
Working Time:	30 hours per week - 39 weeks/year – Term Time Only including INSET Days
Salary/Grade:	GRADE: 4 [Points: 9-17]
Hours of work:	Monday to Friday: 8.30 am to 3.20 pm (50-minute unpaid lunch break)
Line Manager:	Deputy Headteacher
CRB/DBS Disclosure Level:	Enhanced
Main Purpose:	
To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep students on task.	
General Responsibility:	
All school staff are expected to: • Work towards and support the school's Catholic mission statement, the vision and the objectives. • Support and contribute to the school's responsibility for safeguarding students. • Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. Adhere to school policies and procedures as set out in the <i>staff handbook</i> or other documentation available to all staff.	
Core Responsibilities & Tasks:	
1. Supervise students in the classroom and ensure good order and discipline are maintained. 2. Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for students. 3. Prepare the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate. 4. Manage the behaviour of pupils whilst they are undertaking work. 5. Collect any completed work after the lesson and return it to the appropriate teacher. 6. Report back as appropriate using agreed referral procedures on the behaviour of students during the class, and any issues arising. 7. Assist with break-time supervision including facilitating games and activities.	
Individuals in this role may also:	
8. Undertake exam invigilation. 9. Assist with student first aid and welfare duties, looking after sick students, liaising with parents/carers and staff, etc,	

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Knowledge, Skills and Experience

1. Completed a common core programme of induction for working with children
2. Working at or towards the national occupational standards (NOS) level 3 (core and mandatory as required, including STL 17, STL 57) in supporting teaching and learning and knowledge /skills equivalent to forthcoming Qualification and Credit Framework Certificate in cover supervision level 3.
3. First Aid qualified or working towards Certification.

Professional Development:

1. To evaluate and review own practice within the school performance management system for support staff.
2. To keep up to date with, and participate in, current educational thinking and practice, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Signed (post holder):	Signed (Headteacher):
Date:	Date:

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