

St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

Cover Supervisor Job Description

Reporting to: *Assistant Headteacher (Teaching & Learning)*

Cover Supervisor:

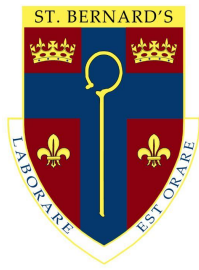
1. POST PURPOSE

To cover short/medium term absence of teaching staff, delivering pre-prepared work and taking sole charge of a group of pupils.

In addition, to discharge those duties in keeping with the Catholic Education Service (CES) contract of employment and the stated Mission of the School.

2. SPECIFIC RESPONSIBILITIES

- 2.1. Supervision of work that has been set in accordance with school policy.
- 2.2. Manage behaviour of pupils whilst they are undertaking work to ensure a constructive environment. This may require participation in detentions.
- 2.3. Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- 2.4. Respond to any questions from pupils about process and procedure.
- 2.5. Challenge and motivate pupils, promote and reinforce self-esteem.
- 2.6. Deal with any immediate problems or emergencies according to the school's policies and procedures.
- 2.7. Collect any completed work after the lesson and return it to the appropriate teacher.
- 2.8. Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- 2.9. Promote the inclusion and acceptance of all pupils within the classroom.
- 2.10. Support pupils consistently whilst recognising and responding to their individual needs.
- 2.11. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.



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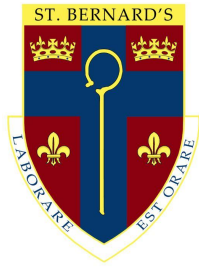
- 2.12. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- 2.13. Provide feedback to pupils in relation to progress and achievement.
- 2.14. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 2.15. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with or as directed.

If Cover is not required on the day be available to:

- 2.16. Support pupils in lessons when required.
- 2.17. Administer and assess routine tests and invigilate exams/tests.
- 2.18. Provide general clerical/admin. Support e.g. administer coursework, produce worksheets for agreed activities etc.

3. SUPPORT FOR THE SCHOOL

- 3.1. Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- 3.2. Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- 3.3. Contribute to the overall ethos/work/aims of the school.
- 3.4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the appropriate staff, to support achievement and progress of pupils.
- 3.5. Attend and participate in meetings as directed.
- 3.6. Participate in training and other learning activities as required.
- 3.7. Recognise your own strengths and areas of expertise and use these to advise and support others.
- 3.8. Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.



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3.9. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working including first aid.

3.10. Any other duties reasonably requested by the Headteacher.

4. SCHOOL ETHOS

The governors of St. Bernard's would encourage all staff to be involved in enrichment activities in line with the ethos of the school, specifically:

4.1. To play a full part in the school community, to support its distinctive Mission and to encourage students to follow this example.

4.2. To support the school in meeting its legal requirements for worship and to attend acts of worship as requested.

4.3. To develop effective professional relationships with colleagues.

4.4. To actively support the corporate policies of the school.

4.5. To comply with the school's Health and Safety Policy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

5. SIGNATURES

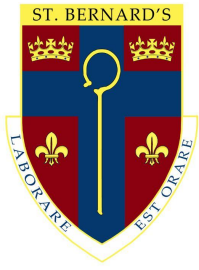
This job description is current at the date below but will be reviewed on an annual basis and, following consultation, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed _____
(Cover Supervisor)

Date _____

Signed _____
(Line Manager)

Date _____



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