

SS JOHN FISHER & THOMAS MORE RC HIGH SCHOOL

JOB DESCRIPTION	
NAME:	
JOB TITLE:	COVER SUPERVISOR
GRADE:	GRADE 6 - SCP 21 - 26
HOURS OF WORK	32½ HOURS PER WEEK TERM TIME ONLY + 5 INSET DAYS
RESPONSIBLE TO:	HEADTEACHER, SCHOOL BUSINESS MANAGER, COVER MANAGER
JOB PURPOSE	<p style="text-align: center;">THE MAIN OBJECTIVES TO BE ACHIEVED BY THE POSTHOLDER:</p> <p>To work collaboratively with the School Leadership Team in meeting the personal, social and curriculum related needs of pupils, including those with special needs and/or bilingual needs, and to establish positive relationships with pupils and to supervise the work of pupils in the event of teacher absence</p>
MAIN ACTIVITIES	<p style="text-align: center;">What the Postholder will actually do What prescribed duties the postholder will have</p> <p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Teaching Assistant posts.</p> <p>Support for Pupils</p> <ul style="list-style-type: none"> - To supervise groups of pupils in the event of teacher absence. - To implement specific programmes with individual pupils or small groups appropriate to the developmental needs of individual children throughout different curriculum areas. - To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s). - To develop positive relationships with pupils and staff to assist pupil progress and attainment. - To record work on a regular basis and to prepare reports termly or as required. <p>Support for the Teacher</p> <ul style="list-style-type: none"> - To supervise pupils and manage pupil behaviour. - To undertake classroom administrative tasks including maintenance of records. - To undertake marking of pupils' work and record achievement. - To administer tests and assist in the invigilation of exams. - To administer tests and assist in the invigilation of exams. - To assist in the supervision of children on trips/visits. <p>Support for the School</p> <ul style="list-style-type: none"> - To assist in providing a purposeful, orderly and supportive environment for learning. - To support the promotion of positive relationships. - To work within the school Mission Statement, policies and procedures. - To attend staff training/meetings as appropriate. - To take care for their own people's health and safety. - To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.
- To support the use of ICT in learning activities.

SCHOOL

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care of your own and other people's health and safety
- To be aware of the confidential nature of issues

Note: In addition other duties at the same responsibility level may be interchanged with/added to this list at any time

Agreed by:

Date:

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Update: October 2023