

JOB DESCRIPTION

Postholder	Cover Supervisor
Salary/Scale of Post	Grade C1, Points 12 – 17, Salary £27,711 - £30,060, pro rata to weeks worked 37 hours per week Term Time only plus additional days for training as required
Line Manager	Assistant Headteacher
Purpose of Post	<p>To supervise whole classes during the short-term absence of teachers. The primary focus will be to ensure that students can access appropriate work (set by their teacher) and are able to complete given tasks. Classroom management will include ensuring a calm and focused environment in the classroom, allowing all students to work effectively in a safe and structured environment. Although we do not expect a particular subject specialism, a willingness to support student's in their work and help students that are struggling is essential.</p> <p>Duties will also include:</p> <ul style="list-style-type: none"> • Supervision of students at the beginning and end of the school day, break and lunchtimes and at other times as directed. • Supervision of school detentions. <p>To undertake other duties to meet the needs and demands of the school as directed by line manager.</p>

Responsibility	<ul style="list-style-type: none"> • To use specialist (curricular/learning) skills/training/experience to support students' learning. • To provide cover supervision for the short-term absence of teachers. • To establish productive working relationships with students, acting as a role model and setting high expectations. • To promote the inclusion and acceptance of all students within the classroom. • To support students consistently whilst recognising and responding to their individual needs. • To encourage students to interact and work co-operatively with others and engage all students in activities.
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Responsibility	<ul style="list-style-type: none"> • To promote independence and employ strategies to recognise and reward achievement. • To monitor and evaluate student responses to learning activities. • To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence. • To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested. • To undertake where required, marking of students' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress. • To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour. • To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests. • To provide general clerical administrative support as required. • To support the use of ICT in learning activities and develop students' competence and independence in its use. • To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop. • To contribute to the overall ethos/work/ aims of the school. • To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students. • To attend and participate in regular meetings, training and other learning activities as required. • To supervise student's on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.
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Responsibility	<ul style="list-style-type: none"> • To ensure promotion and support of Equal Opportunities and Health & Safety. • Ensure high standards of professional appearance in line with the school's dress code. • To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person. • Have a commitment to safeguarding and promoting the well-being of all students in line with school policy and national guidelines. • Undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Line Manager/Headteacher.
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PERSON SPECIFICATION

Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	Application – A Interview – I References – R
Qualifications/Knowledge			
Commitment to delivering high quality support and service to our school	E		A, I, R
Understanding of the central role of a cover supervisor within a school setting	E		A, I
Experience of working with young people		D	A, I
High level ability to use ICT to enrich support learning	E		A, R
Interest in collaborative working	E		I
Interest in developing creative approaches to learning	E		I
Commitment to continuous professional development	E		A
Commitment to inclusion and equality	E		A
Commitment to Safeguarding children	E		A, I, R
Ability to make an effective contribution to the Catholic ethos of the school	E		A, I
Training and Qualifications			
Evidence of relevant continuing and active CPD		D	A
GCSE English and Maths at Grade C/4 or above	E		A, I
Commitment to your own CPD needs and development	E		A, I



Selection Criteria	Essential (E) Desirable (D)		Method of Assessment
	E	D	
			Application – A Interview – I References – R
Personal Skills and Attributes			
Outstanding communicator	E		A, I, R
Enthusiasm	E		I, R
Calm, consistent and predictable	E		I
Ability to work with young people in a leadership role	E		I
Commitment to raising standards	E		A, I
Ability to work as part of a team	E		A, R
Effective time management and organisational skills	E		A, R
Excellent inter-personal skills	E		I, R
Supportive of the values and vision of the school	E		A, I, R
Potential to think creatively	E		A, I
Access, analyse and interpret information	E		A, I
Accept support from others including colleagues from within the school		D	I
Prioritise, plan and organise themselves	E		A, R
Commitment to contributing to the wider aspects of school life including extra-curricular activities	E		A, I
Strengthening the Community			
Build and maintain effective relationships with staff, students, parents, carers, partners and the community, that enhance the education of all students	E		A, I, R