



## **JOB DESCRIPTION: COVER SUPERVISOR**

**Hours:** 8.15am – 4.00pm Full Time, Term Time only plus 5 INSET days

**Salary:** Competitive and commensurate with experience

**Reporting to:** Deputy Headteacher

### **THE SCHOOL**

Bishop Challoner is a highly successful and ambitious school providing a warm and welcoming community where each member is embraced and encouraged to flourish and achieve.

We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and wellbeing underpin academic and co-curricular excellence. This rings true in the school's motto - 'Dare to do your best'.

We believe in providing an education for life and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by developing new skills and aptitude for an ever-changing world. Learning how to learn is a key facet of our education philosophy and is an essential need for the twenty-first century.

We believe that a truly excellent school is about more than academic achievement alone: it is about developing a real passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the classroom walls.

At Bishop Challoner we focus on developing the whole person, aiming to ensure that each pupil leaves us ready for the challenges of life at university or the world of work, and understanding their responsibilities towards others.

We want our pupils to leave Bishop Challoner well equipped to engage positively with a rapidly changing world as accomplished problem solvers and confident individuals with a clear appreciation of and respect for the views and potential of others.

### **JOB PURPOSE**

To supervise whole classes during the short-term absence of teachers, delivering the content of work set by the teacher, maintaining good order, responding to questions, and generally assisting students to undertake set activities.

To work as part of the School administration team providing a first-class administration service to the school.

### Core Responsibilities:

- To supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved
- To give instructions for a lesson as provided for by a teacher
- To ensure the good behaviour of the pupils and make sure the pupils engage in the pre-set learning activity
- To respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained
- To keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lesson
- To collect work and resources at the end of a lesson and return to the teacher.
- To support students with the use of ICT and other equipment and materials to enable them to achieve the learning objectives set by the teacher
- To support the duty teams at breaks and lunchtimes with undertaking duties as and when required
- Provide cover for form tutor sessions as required
- To provide trip administration support
- To provide mini bus booking administration support
- Ensure the provision of good, accurate and timely information to the Headteacher and other stakeholders
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Undertake other administrative tasks, as required, to ensure the smooth running of the school office and help provide cover undertaking other administrative tasks, in the absence of other team members
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- To participate in training and other learning activities as required and to attend relevant meetings to ensure one's own continuing professional development
- To contribute and participate in the development of new ideas
- Support and contribute to the school's responsibility for the welfare and safeguarding of pupils
- To provide children with a happy, safe and secure environment, working within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- To work as part of a successful team
- Be familiar with the contents of the School's Staff Handbook and adhere to all school policies
- Maintain good communication with pupils, parents and colleagues and remain professional at all times.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Senior Leadership Team to carry out appropriate duties within the context of the job, skills and grade.

### General Requirements and Responsibilities:

- To promote and uphold the Catholic ethos of the school
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example. Ensure that the school guidelines have been consulted and followed
- Work towards and support the school vision and Strategic Leadership Team in creating a culture for learning, high standards of achievement and success
- To attend staff meetings, open days, staff study days and parents' evenings. Support and contribute to the school's responsibility for the welfare and safeguarding of pupil.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process and staff training
- Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description these should be amended accordingly. It will be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in the post holder's role within the school.

The above job description is subject to reasonable review and may be changed in line with the school's needs, following consultation with the post holder

### PERSON SPECIFICATION

The successful candidate will:

- have a working knowledge of common ICT applications (e.g Microsoft Word and Excel, SIMS etc)
- have good communications skills, both written and oral (students, parents, staff, external partner organisations)
- have GCSE Maths and English and ideally possess a Degree or equivalent qualification or post graduate qualification (e.g. PGCE)
- ideally have experience of working in a secondary school setting as a Cover Supervisor.
- have experience of delivering effective activities to support learning
- have proven classroom management experience
- have experience of running wider curriculum or extracurricular activities with young people
- have experience of working in a school office setting
- be well organised with a strong attention to detail
- be able to prioritise own workload to achieve deadlines and have the ability to accept guidance and direction from teaching staff
- be competent in the skills of communication, teamwork and building positive relationships with young people.
- have the ability to communicate effectively with individual students, members of staff, parents and professionals.
- have experience, or empathy with, working in a multicultural environment
- be enthusiastic with pupil learning
- have high expectations and standards
- have an excellent attendance record
- have a sense of humour
- be a good team player.