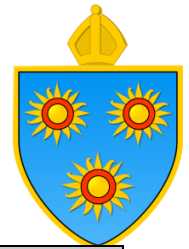


# ST EDMUND'S CATHOLIC SCHOOL

*'A learning community, a faith community, a vibrant, forward looking community'*



## ST EDMUND'S CATHOLIC SCHOOL JOB DESCRIPTION COVER SUPERVISOR

Hours of Work: 37 hours per week  
Term Time (39 weeks to include INSET days)  
Timings: 7.30am to 3.30pm 4 days and 7.30am to 3.00pm 1 day (with a half hour unpaid break each day)

Grade: KSD

Responsible to: Data, Exams and Cover Manager

The Cover Supervisor will be deployed as necessary within the Academy under the direction of the Data, Exams and Cover Manager. The position will include the following tasks and is subject to change as necessary to complete this role. Full training will be provided.

### All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary to keep abreast of development.

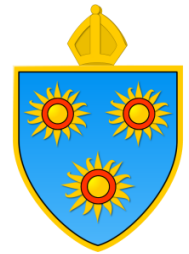
### Duties & Responsibilities:

#### Administration

- To be responsible for the daily organisation and deployment of supply staff and Cover Supervisors
- To be responsible for communicating with supply agencies for the provision of supply staff.
- To manage daily room changes as required.
- To communicate cover requirements and room changes to all staff each day.
- To effectively distribute cover work to the cover teacher.
- To record staff absence on Sims and provide information for Return to Work Meetings.
- Ensure safeguarding requirements for supply staff are met and HR Dept provided with information for the Single Central Register.
- To assist with other administrative or support tasks that may be required when not providing cover.
- To assist with the administrative support required for whole school events.

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## Classroom

- To supervise classes during periods of teacher absence.
- To ensure inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
- To manage student behaviour to ensure a safe and constructive working environment.
- To deal with any immediate problems or emergencies according to school policies and procedures.
- To respond to pupils' general questions and provide feedback to the teacher on issues such as behaviour and quality of work produced by students.
- To set homework when appropriate as requested by the absent teacher.
- To collect work done during the lesson, if required, to pass on to the teacher.
- To support the use of ICT and other equipment and materials to enable students to complete the task set by the teacher.
- To participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- To uphold the Catholic Ethos of the school.

## Other

The Cover Supervisor may be required to undertake any other reasonable tasks as required by Academy Principal.

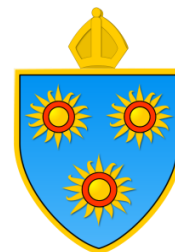
This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

## **Essential Characteristics:**

- Excellent communication skills both written and verbal.
- Successful recent experience of working with children.
- Knowledge of SIMS system and Microsoft Office
- Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- Organised and methodical with the ability to work to own initiative. Able to inspire and motivate others to succeed.
- Effective team worker.
- Ability to work calmly under pressure and have ability to adapt quickly and effectively to changing circumstances / situations.
- Understanding of own behaviour and how this impacts on colleagues and pupils.

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## ST EDMUND'S CATHOLIC SCHOOL PERSON SPECIFICATION COVER SUPERVISOR

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good general standard of education</li> <li>• First aid at work qualification or a willingness to work towards qualification (appropriate training will be provided as necessary)</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree standard</li> <li>• Hold GCSE Maths and English, or equivalent.</li> <li>• Recent CPD in behaviour management</li> </ul>
Specific Skills, Experience and Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of Behaviour for Learning and Classroom Management techniques.</li> <li>• Familiarity with policies concerning Health &amp; Safety, AEN and Equal Opportunities</li> <li>• ICT skills including experience of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working with children and young people, preferably within an educational setting.</li> <li>• Knowledge of the school SIMS system.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent record of punctuality and attendance</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to remain calm under pressure.</li> <li>• Able to work effectively as part of a team</li> <li>• Willing to undertake relevant training to develop performance</li> <li>• Supportive of the School's Catholic Ethos</li> </ul>	<ul style="list-style-type: none"> <li>• Desire and potential to progress to further promotion</li> </ul>