



Cover Supervisor Job Description

JOB DESCRIPTION FOR:	Cover Supervisor	Name:	
Main responsibilities/Purpose: (Listed so as to equate role to LCC profile) <ul style="list-style-type: none"> The main purposes will be to supervise classes in the absence of the class teacher Passing on work set by the teacher or the Curriculum Leader and managing the class by following school policies and normal practice. When cover supervision is not required, it is expected that work will be undertaken supporting the work of individual departments/pupils. 			
Line Manager: Assistant Headteacher			
Line Managing: N/A			
Liaising with: Members of the Senior Team and other teachers and support staff			
Working Time: 8.30am – 3.10pm (55 min unpaid break and lunch)			
Post duties: Relating to the School Mission Statement In line with the explicit aims of the School Mission Statement, all employees are expected to be courteous with colleagues and provide a welcoming environment to visitors and telephone callers. St Mary's, places the highest value on the very positive and supportive relationships which exist between adult workers and between adults and pupils.			
Relating to the Work of a Cover Supervisor <ul style="list-style-type: none"> Uphold the Catholic ethos of the school Work with the policies and procedures of the school Undertake cover supervision for whole classes in the absence of the regular teacher Provide a purposeful, orderly and supportive environment for learning Promote positive pupil behaviour and conduct Communicate work set to the class Record work on a regular basis Monitor individual pupils' progress and report pupils' needs, achievements and concerns Administer tests and assist with exam invigilation Undertake classroom administrative tasks Assist in supervision of pupils on visits and trips Liaise with Curriculum Leaders about work to be undertaken and management of pupil behaviour Take care of their own and other peoples' health and safety Attend staff training and meetings as appropriate Be aware of the confidential nature of issues related to pupils' individual and home circumstances Provide support to Curriculum Leaders as required 			
Staffing / Staff Development / Recruitment/ Deployment of Staff <ul style="list-style-type: none"> To take part in the school's staff development programme by participating in arrangements for further training and continuing professional development. To continue personal development in the relevant areas including subject knowledge and teaching methods. To engage actively in the Performance Management Review process. To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the school. 			
Quality Assurance: <ul style="list-style-type: none"> To help to implement school quality procedures and to adhere to those. To contribute to the process of monitoring and evaluation of the school in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. To review from time to time methods of teaching and programmes of work. 			
Management Information: <ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for attendance, assessments and registers. To complete the relevant documentation to assist in the tracking of students. To track student progress and use information to inform teaching and learning. 			



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Communications:

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.

Pastoral System:

- When required to be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Year Leaders to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To apply the Behaviour Management systems so that effective learning can take place.

Teaching:

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To make appropriate provision for pupils with Special Educational Needs based on the I.E.P.'s produced in conjunction with the Learning Support Department.

Extra-Curricular:

- To attend school functions, such as open evening, and parents' evenings.

Duties relating to Pastoral /Other/Specifics:

To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

Other Specific Duties:

- To support the school in meeting its legal requirements for worship.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature Post Holder:

Signature Line Manager:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.