



JOB DESCRIPTION

COVER SUPERVISOR

Duties and Responsibilities

To work under the guidance of teaching staff, and within an agreed system of supervision, to facilitate learning with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

Specific responsibilities include:

- Supervising the pupils on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of pupil behaviour to ensure a constructive working environment
- Responding to pupils about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of pupils in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation, when required, under the supervision of the examinations officer.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/pupils/teacher/school work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined. These could include in-class support working with a teacher, one to one support with pupils, and supporting the development of learning resources, creating displays/presentations under the direction of a teacher.
- All work to be carried out in such a way that it is in keeping with the Catholic Christian tradition upon which our College is founded.

General

- To undertake all duties with full regard to the Health and Safety at Work Act
- To attend training and administer basic first aid as and when required
- To maintain confidentiality relating to the staff and students of the school at all times

- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To contribute to the overall ethos, work and aims of the school and Trust
- To participate in training and other learning activities and performance development as required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- To be aware of and support difference and to ensure equal opportunities for all
- To safeguard and promote the welfare of students

This job description sets out the duties of the post at the time it was drawn up. The post holders may be required from time to time to undertake other duties within the Trust as may be reasonably expected, which are commensurate with the grade of this post

All duties and responsibilities must be carried out with due regard to the Corpus Christi Catholic Academy Trust's existing policies, such as child protection, health and safety, equality and data protection

Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered

Person Specification

Cover Supervisor

CRITERIA	ESSENTIAL OR DESIRABLE	HOW / WHEN MEASURED *A/I/R/SP
Experience		
Experience of working with young people in a formal setting	D	A/I/R
Qualifications		
GCSE or equivalent Maths & English at Grade C/4 or above	E	A
Additional training or professional qualifications	D	A
Knowledge/Skills/Abilities		
To act with the utmost integrity	E	A/I/R
Ability to manage the behaviour of pupils to promote and maintain order and a calm working environment for pupils.	E	A/I/R
Ability to motivate pupils.	E	A/I/R
Ability to support the processes and procedures for pupils' learning.	E	A/I/R
Ability to work at own initiative, and as part of a team.	E	A/I/R
Ability to work in a flexible and responsive way with tact, discretion and confidentiality.	E	A/I/R
Ability to relate well to children and adults.	E	A/I/R
Ability to work under pressure.	E	A/I/R
Demonstrate very good competence in numeracy, literacy and ICT.	E	A/I/R
Excellent communication skills.		
Willingness to undertake first aid training and administer first aid as appropriate.	E	A/I/R
Knowledge of the importance of child protection/safeguarding	E	A/I/R
Knowledge of a range of strategies to promote good behaviour	E	A/I/R
Awareness of the statutory frameworks relevant to their role	E	A/I/R
Knowledge and understanding of the different classroom roles and responsibilities in relation to this post	E	A/I/R
Ability to contribute to extra-curricular learning beyond the classroom	D	A/I/R
Awareness and understanding of the importance of School policies and procedures		
Awareness of confidentiality issues linked to home/pupil/teacher/school work.	D	A/I/R
Some understanding of principles of child development and learning processes.	D	A/I/R
Awareness of policies and procedures relating to health, safety and security, equal opportunities, confidentiality and data protection and of other relevant legislation.	D	A/I/R

Personal styles/Behaviour		
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work.	E	A/I/R
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	E	A/I/R
The flexibility to adapt to changing workload demands and new school challenges.	E	A/I/R A/I/R
Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the pupils.	E	
Personal commitment to continuous self-development.	E	A/I/R
Personal commitment to continuous school improvement.	E	A/I/R
Personal commitment to the school's professional standards.	E	A/I/R
Demonstrate awareness and commitment to upholding all Trust policies.	E	A/I/R
Willingness to consent to and apply for an enhanced disclosure and barring list check.	E	A/I/R
To maintain confidentiality relating to the staff and students of the school at all times.	E	A/I/R
To uphold all aspects of safeguarding	E	A/I/R
To contribute to the Catholic ethos of the school	E	A/I/R

***Application/Interview/References/Selection Process**

The CCCAT uses the appropriate CES application forms for each role advertised. This application should be fully completed and legible. **The supporting statement should be typed in Arial 12, not exceed 1300 words in length, be clear, concise and related to the specifics of the post advertised above in order to gain an interview**