

Cover Supervisor

JOB DESCRIPTION

Salary / Grade range	Contract: Full time, Permanent, Term time only + 5 training days. Grade 5, points 13 to 19 - £29,064 to £32,061 Pro-rata to actual salary estimates £23,214.65 32.5 hours per week, 8.30 - 15.30 <i>There is also a requirement to work during evening events such as Parents' evening or celebration evenings.</i>
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RELATIONSHIPS

Immediate Responsibility

The Headteacher through the Deputy Headteacher/Assistant Headteacher

MAIN CONTACTS

All members of the teaching and non-teaching staff, governors, pupils, parents and external agencies

Main Purpose of the Job

1. Supervision of whole classes during the short-term absence of teachers with agreed lesson plans in place across the school as required.
2. To work with and supervise individuals and groups of students under the direction/instruction of teaching and senior staff, inclusive of specific individual learning needs. Enabling access to learning for all pupils.

Main tasks

1. Undertake cover supervisor duties when staff are absent or at internal/external events
2. Undertake cover supervision for whole class i.e. supervise, support and assist students of all abilities, age range in the absence of normal teacher
3. Promote positive pupil behaviour by: -
 - Ensuring pupils enter and exit classroom in silence
 - Greet pupils at beginning of the lesson

'Striving for excellence in all that we do.'

Headteacher: Mr S Gabriel BSc., MSc., MBA.
St Peter's RC High School, Kirkmanshulme Lane, Manchester, M12 4WB.
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Achievement
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Diversity

- Complete the class register
 - Ensure pupils sit according to their seating plans
 - Ensure school uniform rules are followed
 - Report back as appropriate to class teacher
4. Ensure when covering a lesson, students remain focused and on task.
 5. Provide a safe and stimulating learning environment at all times.
 6. Develop you own knowledge and understanding of specific academic, physical and emotional/ behavioural/ social needs of individuals and groups of students and respond to them effectively.
 7. Promote positive values attitudes and good pupil behaviour - Record all behaviours on SIMs
 8. Provide consistent support to all pupils, responding appropriately to individual pupil needs
 9. Establish good working relationships with pupils, acting as a role model and setting high expectations
 10. Promote inclusion and acceptance of all pupils
 11. Promote self-esteem and independence, employing strategies to recognize and reward achievement within established school procedure
 12. Use specialist (curriculum/learning) skills/training/experience to support pupils
 13. To carry out day to day duties as directed by line managers

Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

**St Peter's RC High School
Job Description and Person Specification**

	Essential	Desirable
5 GCSEs, or equivalent, at grade C/4 or above (including English and Maths)	/	
Educated to degree level		/
Supportive of the ethos and values of the school	/	
Excellent interpersonal skills	/	
Self-motivated and organised	/	
The ability to encourage and motivate students	/	
Competent use of ICT	/	
Excellent Literacy and Numeracy skills	/	
Excellent verbal and written communication skills	/	
Flexible approach to working	/	
Willingness to take a full role in the life of the school	/	
Qualities to be a positive role model to all students	/	
Experience of event organisation		/
Excellent health and attendance records	/	
Experience of working with young people and families	/	
Experience of working with outside agencies	/	
Experience of delivering assemblies / speaking to large groups		/
Experience of supporting students in lessons, particularly those vulnerable to underachievement	/	
Knowledge of Safeguarding Policies and Procedures	/	
Experience of using SIMS		/
Experience of using CPOMS		/

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