



## ST ANNE'S CATHOLIC SCHOOL

### **JOB OUTLINE:**

### **COVER SUPERVISORS**

### **GRADE:**

Grade 6

Term time only 30 hrs per week

### **PURPOSE OF THE POST**

The purpose of this post is to supervise the classes on behalf of teachers who may be in meetings or leading or participating in professional development. It may also be for a teacher who is absent for illness.

The post will involve you in supervising the work set by absent teachers. You will need to ensure the pupils complete it to the best possible standard and that the work is collected in at the end of the lesson and distributed to the teacher concerned where requested. You will be expected to follow the school's behaviour policy and begin and end the lesson accordingly. You will also be expected to complete a class register at the beginning of the lesson.

You will liaise closely with a Leadership Team member but will also need to liaise with the Subject Leaders and class teachers as required. You should enjoy working with young people and be non confrontational in your approach. You will be open to using Restorative Practice Systems to restore relationships after incidents.

Training will be given and you will be part of the Appraisal system for all Support Staff.

You may be involved in invigilating exams and you may be expected to support a teacher in a classroom or carry out other activities to support teaching and learning, such as classroom displays or organising and maintaining teaching resources.

The post holder is responsible to a designated member of SLT.

### **KEY TASKS**

- To supervise the classes or tutor groups of teachers at meetings, professional development activities or with short term illness.
- To explain clearly to pupils the work set by the teacher and to help pupils with organisation of resources.
- To ensure the Behaviour Policy and practices are followed including rewards and sanctions.
- To ensure there is a prompt and orderly start to lessons and pupils are dismissed according to the school policy.
- To assist pupils in the organisation of their work and to ensure the equipment is there and is collected back in at the end of the lesson.

- To maintain the conditions for the completion of the work as required by the class teacher.
- To collect in work at the end of the lesson and distribute it as required by the teacher.
- To liaise closely with the Subject Leaders and Leadership Team members who assign classes.
- To attend training as required.
- To provide support in the classroom with a teacher or other activity when no cover or supervision or invigilation is required.

*In addition to the above responsibilities the Cover Supervisor will also be expected to carry out any such reasonable requests or instructions made to them by the Headteacher.*