



St Francis of Assisi Catholic College

Nil Satis Optimum

- Only the best is good enough -

Cover Supervisor

JOB TITLE:	Cover Supervisor
PAY SCALE:	SCP 12-18
RESPONSIBLE TO:	SLT / Data Manager

Effective whole school support:

- Supporting student learning and maintaining a pleasant, positive environment conducive to learning
- Upholding the Catholic ethos of the school
- Supporting staff in out of school activities, e.g. field trips, visits, open days, etc.
- Take registers and cover tutor periods as required
- Be prepared to attend training sessions as required
- Share good practice
- Contribute to the academic success of the school
- Carry out the relevant duties as may reasonably be requested by the Assistant Headteacher, as co-ordinator of staff absence
- Carry out such other duties appropriate to the grade of the post as the Headteacher may from time to time determine

Effective Classroom Cover:

- Be responsible for a class of students in lesson time with due regard for their health and safety and the school's high expectations and work ethos
- Supervise and where possible support the students in their class work, ensuring that the work set is undertaken with due regard to the time allocated
- Follow guidelines as distributed to all Cover Supervisors with particular attention to the **'Classroom Code of Conduct'**
- Liaise with Assistant Headteacher regarding work set in class and pastoral staff as appropriate

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Person Specification

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Good communicator – orally and in writing • Willing to work as part of a team • Effective inter-personal skills • Good personal planner/organiser • Ability to respond to last minute change effectively • Confidence, integrity, competence and effectiveness 	<ul style="list-style-type: none"> • Ability to deal with colleagues and pupils in a manner appropriate to each • Ability to seek and respond to advice positively • ICT skills • Ability to work on own initiative whilst remaining an effective member of the support staff team
<ul style="list-style-type: none"> • Willing to support the Catholic ethos • Self-motivated hard worker with the ability to work under pressure • Able to relate to both students and staff • Ability to balance warmth and discipline as appropriate 	<ul style="list-style-type: none"> • Ability to maintain a sense of humour, consistency and tolerance • Cheerful, friendly, firm but caring • Ability to think on your feet and remain calm in a crisis • Ability to lead by example and engender mutual courtesy and respect
<ul style="list-style-type: none"> • Believe in an environment that encourages all staff and students to give of their best • Commitment to high standards • Genuine interest in all ability groups • Commitment to the school's role in the wider community 	<ul style="list-style-type: none"> • Commitment to caring for the individual • Commitment to understanding and upholding the ethos of the school
<ul style="list-style-type: none"> • Life skills 	<ul style="list-style-type: none"> • Familiar with the learning environment • Working with young people

We offer a full induction programme and training to enable our Supervisors to work efficiently in a supportive environment. This covers:

- Working in a Catholic School
- Teaching and Learning
- Behaviour Policy, Rewards and Sanctions
- The Role of the Form Tutor
- Using ICT
- Examination Invigilation
- Break / Lunchtime duties

Experience of working in education, including the need for teaching qualifications is not required. However, a genuine interest and enthusiasm for wishing to work with young people is certainly a priority.