



Job Description

POST HOLDER	Cover Supervisor
ACCOUNTABLE TO	Deputy Headteacher, who has the overall responsibility for the cover arrangements. Instructions will be received from the subject teacher, Assistant Headteacher, Deputy Headteacher and member of Senior Leadership Team
SALARY/SCALE	<ul style="list-style-type: none"> • NJC Scale, Grade C1, points 12 - 17 • Full Time Salary £26,421 - £28,770 per annum • Actual salary £18,384 - £20,019 per annum
DETAILS OF POST	<ul style="list-style-type: none"> • Permanent • 30 hours per week, term time only plus 5 additional days • Monday to Friday, 8.30am – 3.30pm with 30-minute lunch break • Main place of work St. John Fisher, Harrogate
JOB PURPOSE	<ul style="list-style-type: none"> • Provide supervision of classes in the absence of the subject teacher • Provide classroom support for subject teachers • Provide supervision of examinations • When not required for cover supervision, to undertake other appropriate tasks to support the work of the school.
MAIN DUTIES / KEY TASKS	<ul style="list-style-type: none"> • Provide instruction to students about the work left by the subject teacher • Provide students with necessary resources for the work • Register and record student attendance • Ensure classes enter and leave classrooms in an orderly manner • Answer student queries about the instructions left by the subject teacher • Liaise with Heads of Department or designated colleague concerning queries about the work set, as necessary • Record, report and follow through issues via the school's agreed referral procedures on the behaviour (positive and negative) of students e.g., rewards and sanctions • Promote high standards of learning and progress among students in accordance with school policies • Manage safely the classroom activities, physical learning space and resources, with due regard to the school's Health and Safety policy • Be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required • To undertake exam invigilation, as required. • Embrace our RRS (Ready-Respectful-Safe) expectations • When not required to cover classes, to be available to perform appropriate clerical or practical support to subject teams by arrangement. Tasks may include filing, reprographics, stocktaking, preparation of resources and individual student support. <p>Note: The work is essentially supervisory in nature and does not involve planning and preparing lessons or assessing and reporting on student progress.</p>

<p>OTHER RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Carry out student supervisory duties during the lunchtime period in accordance with the school rota. • Ensure that your conduct within and outside of St John Fisher’s does not conflict with the school’s Catholic ethos and organisational expectations. • Observe standards of appearance appropriate to this professional environment. • Co-operate with all staff in maintaining harmonious inter-personal relationships, internally and externally. St John Fisher expects all staff to treat others with respect and courtesy. • Maintain confidentiality in all matters • To contribute to the overall ethos, work and aims of the school. • Comply with the school’s approved policies and procedures • To attend relevant meetings as required. • To participate in training and other CPD opportunities and Performance Management as required. • Carry out any other duties as may be reasonably required or directed by the Office Manager, Assistant Headteacher, Headteacher and members of the Senior Leadership Team. <p>• <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></p>
<p>VARIATION IN ROLE</p> <p>Given the dynamic nature of the role and structure of St. John Fisher, Harrogate it must be accepted that, as the school’s work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	
<p>Signed:</p>	<p>Date:</p>
<p>Name:</p>	