



St Peters Catholic Secondary School

Job Description – Band C – Cover Supervisor

Salary Range: Band C

Hours of Work: 35 hours per week - 39 weeks per year includes INSET days - Permanent.

Responsible to: Cover Manager

Core Purpose:

- To supervise pupils and deliver the set lesson in the absence of the classroom teacher.

Main Duties

- To supervise pupils and deliver the set lesson in the absence of the classroom teacher.
- To work with the relevant head of department/teacher and to follow the advice provided in the delivery and supervision of the lesson.
- To maintain attendance and behavioural records.
- To forward pupil's work to the class teacher/ head of department.
- To assist teachers with display work throughout the school.
- To offer in-class support to individuals or groups of pupils in the classroom under the supervision of the classroom teacher.
- To work with identified pupils individually outside of the classroom.
- To liaise with teaching and learning support staff and other agencies.
- To assist in the testing and assessment of individual pupils.
- To input relevant information on pupil progress into computer records.

Professional Behaviour

- To be professional and respectful towards all colleagues, and to address any concerns through proper channels.
- To be professional, fair and firm with pupils, demonstrating the sort of politeness and respectfulness that we wish them to emulate.

Safeguarding

- Support the Headteacher in promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with. The postholder must read and understand the most recent Part 1 of Keeping Children Safe in Education, signing to state that this has been completed.
- Carry out Annual Safeguarding training.
- Refer any safeguarding issues to the school's DSL immediately and record concerns on the relevant IT system.
- Ensure compliance to Safeguarding Policies and Procedures within the MAC.



Health and Safety

- Health and safety laws require all employees to help the School maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the School, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.
- All duties and responsibilities must be carried out in line with the School's Health and Safety Policy and any local safety procedures.

Policies & Procedures

- The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
- All duties and responsibilities must be carried out with due regard to the Our Lady and All Saints Multi Academy Company policies and procedures

Information Management

- As an employee of the School, the post holder will be expected to manage information in accordance with School policies. The post holder will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the General Data Protection Regulations 2018.

Mobility

- Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the school they may be required.

Equal Opportunities

- Our Lady and All Saints Multi Academy Company is committed to Equal Opportunities and expects all staff and volunteers to recognize and value differences and to treat everyone with dignity and respect.

Variation to Job Description

- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

Training and Development

- The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.



St Peter's Catholic School, part of Our Lady and All Saints Multi Academy Company (the MAC), has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.