



<b>Post Title:</b>	Temporary Cover Supervisor
<b>Job Purpose:</b>	To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the school's policies and procedures.
<b>Reporting to:</b>	Headteacher's Support Manager
<b>Working time:</b>	To be negotiated, either 8.00am-3.48pm, 8.15am – 4.03pm or 8.30am – 4.28pm, Term Time only, plus parents' evenings and up to two weeks in the holidays.
<b>Grade:</b>	Support staff GR3
<b>Duties and Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To support the Catholic ethos of the school, and to safeguard the well-being of all pupils in school.</li> <li>• Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.</li> <li>• Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.</li> <li>• Respond to any questions from pupils about process and procedures but excluding lesson content.</li> <li>• Deal with any immediate problems or emergencies according to the school's policies and procedures.</li> <li>• Collect any completed work after the lesson and return it to the appropriate teacher.</li> <li>• Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.</li> <li>• Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required.</li> <li>• Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Recognise own strengths and areas of expertise and use these to advise and support others.</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.</li> <li>• As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.</li> <li>• Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.</li> <li>• To ensure all tasks are carried out with due regard to Health and Safety.</li> <li>• To undertake appropriate professional development including adhering to the principle of performance management.</li> </ul>

	<ul style="list-style-type: none"> <li>• To adhere to the ethos of the school</li> <li>• To promote the agreed vision and aims of the school.</li> <li>• To set an example of personal integrity and professionalism.</li> <li>• Attendance at appropriate staff meetings and parents' evenings.</li> <li>• Support the Office Manager with administrative tasks and reception duties when not providing cover.</li> <li>• Any other duties as commensurate within the grade in order to ensure the smooth running of the school.</li> </ul>
<b>Other Specific Duties</b>	<p>To be a trained first aider.</p> <p>Observance of the city council's Equal Opportunities Policy will be required.</p> <p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.</p> <ul style="list-style-type: none"> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To engage actively in the performance review process.</li> <li>• To undertake any other reasonable duty not mentioned in the above.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
<b>Level of Supervision:</b>	Left to work within established guidelines subject to scrutiny by supervisor.