



CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL

## Cardinal Heenan Catholic High School

### JOB DESCRIPTION

<b>Postholder</b>	Cover Supervisor
<b>Salary/ Scale of Post</b>	Grade C1 (Pts 12 – 17) Salary £24,496 - £26,845 (Pro rata to hours and weeks worked) 37 hours per week Term Time only plus additional days for training as required
<b>Line Managed by</b>	Assistant Headteacher
<b>Purpose of job</b>	<p>To supervise whole classes during the short-term absence of teachers. The primary focus will be to ensure that students can access appropriate work (set by their teacher) and are able to complete given tasks. Classroom management will include ensuring a calm and focused environment in the classroom, allowing all students to work effectively in a safe and structured environment. Although we do not expect a particular subject specialism, a willingness to support student's in their work and help students that are struggling is essential.</p> <p><b>Duties will also include:</b></p> <ul style="list-style-type: none"><li>• Supervision of pupils at the beginning and end of the school day, break and lunchtimes and at other times as directed.</li><li>• Supervision of school detentions.</li><li>• To undertake other duties to meet the needs and demands of the school as directed by line manager.</li></ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• To use specialist (curricular/learning) skills/training/experience to support students' learning.</li><li>• To provide cover supervision for the short-term absence of teachers.</li><li>• To establish productive working relationships with students, acting as a role model and setting high expectations.</li><li>• To promote the inclusion and acceptance of all students within the classroom.</li><li>• To support pupils consistently whilst recognising and responding to their individual needs.</li><li>• To encourage pupils to interact and work co-operatively with others and engage all students in activities.</li><li>• To promote independence and employ strategies to recognise and reward</li></ul>

achievement.

- To monitor and evaluate student responses to learning activities.
- To provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
- To undertake where required, marking of students' work that has predetermined answers and involves no element of professional judgement or assessment. Accurately recording of achievement/progress.
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To administer and assess routine tests which have predetermined answers and involve no element of professional judgement or assessment. Invigilate exams/tests.
- To provide general clerical administrative support as required.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/ aims of the school.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the teacher, to support achievement and progress of students.
- To attend and participate in regular meetings, training and other learning activities as required.
- To supervise student's on visits, trips and out of school hours learning activities as required which fall within the remit and hours of the post.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- Ensure high standards of professional appearance in line with the school's dress code.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Have a commitment to safeguarding and promoting the well-being of all students in line with school policy and national guidelines.
- Undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Line Manager/Headteacher.