



Job Description Senior Cover Supervisor

Team Purpose

The Senior Cover Supervisor is a member of the Cover Team who contribute to the operational delivery of the Vision for St Paul's and the Code of Conduct through the provision of lesson cover and support in the event of teacher absence. The team also make a contribution to the wider content of our school as outlined in the main responsibilities of the job description for a Cover Supervisor. The Senior Cover Supervisor will embed and lead on the strategic deployment of the Cover Supervisor Team and will, in liaison with faculty Administration, deploy cover across the school in liaison with teaching staff and external agencies as required.

Catholic Purpose

The Senior Cover Supervisor must understand the nature and purpose of Catholic education and know that his or her first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. S/he must ensure that this Catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

- Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
- Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
- Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff

Main Responsibilities

In addition to the responsibilities of a Cover Supervisor, it is the responsibility of the Senior Cover Supervisor to lead and manage the Cover Supervisor Team and ensure the smooth running of the school through the strategic deployment of cover. Additional responsibilities will include:

- Arrange and oversee daily cover requirements
- Induction of new Cover Supervisors and external cover teachers, including the development and management of induction resources
- Liaison with external cover agencies to procure short term cover when capacity demands
- On-going mentoring and oversight of continuing professional development of the Cover Supervisors for their classroom and additional roles within the school. Including providing a programme of intervention to enhance skills where the need arises in liaison with Head of Department

- Operational oversight and deployment of the Cover Supervisors and additional external cover, including the management and deployment of their additional roles and responsibility
- Responsibility for, in liaison with the member of LG with responsibility for Cover Supervisors and cover, department development planning and evaluation
- Maintenance and update of relevant centralised resources including those on T Drive
- Undertake own professional development to ensure efficient and up-to date knowledge of policy and procedure including safeguarding
- Responsible for mornings absence line and known absence request
- Report to LG rolling cover updates, weekly agency requests and FMS
- Produce external financial cover reports for LG as required

Cover Supervisor Responsibility

- Provide lesson cover in the event of teacher absence
- Provide Invigilation for internal and external examinations as required
- Administrative tasks as required for whole school support
- Supervise groups of pupils as necessary
- Administrative and Technician support to a subject department or departments. This might include :
 - Maintenance and care of equipment
 - Supporting pupils and teachers in lessons
 - Organising and preparing resources for lessons
 - Ordering, receiving and checking of stock
 - Inputting pupil data
 - General administrative tasks
- Supervision of the Library and canteens as well as other areas of the school as required
- Supervision during social times of the behaviour and safety of the pupils
- Support and supervision of the reflection room as necessary
- Collection and organisation of work for pupils out of normal lessons or absent from school
- Developing, designing and maintaining displays throughout the school
- Accompanying school trips as required

General:

- To work as an effective member of a team and to promote team work at all times
- Observe good working practices and current health and safety regulations
- Exercise flexibility in working hours / days in carrying out your own duties
- Observe and adhere to all Policies, Procedures and Regulations
- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School provided that they are consistent with the nature of the post
- Be committed to and attend relevant continuous professional development
- Undertake any reasonable instruction given by your mentor or Leadership Group member to ensure the smooth and efficient delivery of your role
- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment

- This job description allocates general duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Head teacher
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- This list is an outline of the responsibilities. The post holder will be expected to undertake other duties relevant to the post in discussion with the Business Manager or Headteacher.

St Paul's Catholic School is committed to the safeguarding of children and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory enhanced DBS declaration.

Signed: **Name:** **Date:**