

# St Alban's Catholic High School



*“Learning, Respecting, Caring”*

## COVER SUPERVISOR

### Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

<b>Grade</b>	Grade 4 point 9-14 £25,120-£27,336 (Pro Rata)
<b>Hours</b>	32.5 hour per week, 39 weeks per year (term time +1)
<b>Job Purpose</b>	To provide cover for staff who are on short term absence
<b>Reports to</b>	Assistant Headteacher

### Job role

- To support the Catholic ethos of the school
- To provide cover for staff who are on short term absence
- To supervise work that has been set in accordance with school policy
- To manage the behaviour of students whilst they are undertaking work to ensure a constructive environment
- To deal effectively with any questions from students about process and procedure
- To deal effectively with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and return it to the appropriate teacher.
- To report back, as appropriate, using the school's agreed referral procedures on the behaviour of students during the session, and any issues arising
- To provide support to departments, when cover not required, to support in class, or provide administrative tasks, as necessary
- As appropriate, look after sick/upset students and attend to physical needs
- To communicate and liaise with all levels of staff to collect relevant information, as required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Assistant Headteacher to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

## Person Specification

Qualifications and Experience	Essential	Desirable
Experience of SIMS/ClassCharts & Microsoft Office		✓
General understanding of the operation of a school		✓
Detailed knowledge of school policies and procedures		✓
Excellent literacy skills	✓	
Excellent numeracy skills	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Excellent telephone manner	✓	
First Aid Trained (training will be provided if required)		✓
Communication		
Ability to write produce accurate documents and letters via Microsoft Office	✓	
Ability to exchange complex and sensitive information clearly	✓	
Ability to communicate with parents, external agencies and providers	✓	
Ability to ensure that effective communications are maintained with particular emphasis on customer care and School ethos	✓	
Ability to consult effectively to achieve best outcomes	✓	
Working with Others		
Ability to establish effective relationships with those working in and with school	✓	
Ability to establish rapport and respectful and trusting relationships	✓	
Ability to build open and honest relationships	✓	
Ability to work effectively as part of a team	✓	
Ability to work independently	✓	
Flexible	✓	
Good sense of humour	✓	
Calm and patient	✓	
Responsibilities		
Ability to be proactive and initiate action	✓	
Able to effectively support the work of others	✓	
Ability to plan and manage own time effectively	✓	
Able to resolve problems independently	✓	
General		
Demonstrate commitment to treating all people fairly	✓	
Thorough knowledge of Health and Safety legislation		✓
Understand and comply with safeguarding procedures		✓
Understand and comply with procedures and legislation relating to confidentiality	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Ability to effectively evaluate own performance	✓	