



# St John Plessington Catholic College

## Job Description **Cover Supervisor**

<b>Reports to:</b>	Deputy Head Teacher
<b>Hours:</b>	36 hours per week. Term time only
<b>Salary:</b>	Band F 12-17 £18 173 -£20 064

Our SJP community is a place where all are respected, celebrated and encouraged to fulfil their true potential.

We plant seeds that one day will grow and water those seeds already planted, knowing that they hold future promise.

We aspire not to have more but to be more.

We are a family who strive to be *'Always faithful to Christ.'*

### **Key Purpose of Post**

To supervise whole classes of pupils, in the absence of a teacher, and ensure that work set is completed. Cover is provided for the short-term absence of teaching staff so that an effective and tailored provision is delivered.

### **Description of Duties:**

1. To support the Catholic Ethos of the school.
2. To act as cover supervisor as effectively and efficiently as possible to ensure continuity of learning for the pupils and to minimise the cover that teachers are required to do.
3. To act as an invigilator during public examinations when required by the examinations officer.
4. To share in the cover for absent non-teaching colleagues if not required to cover for teachers.
5. To build up a bank of suitable material which could be used with classes where the teacher is unable to provide it.
6. To undertake additional duties that may arise out of changes in the department routine curriculum or as part of the wider College team.
7. To be flexible and willing to work with staff to improve teaching and learning.
8. To attend relevant courses, particularly in relation to Safeguarding, Health and Safety and deal with any immediate emergencies in accordance with the College policies and procedures to ensure that student / employee safety is assured.
9. Manage the behaviour of the students whilst they are undertaking their work, to ensure a constructive environment.
10. To be called upon to perform other duties that the Head Teacher considers reasonable that are commensurate with the grading and description of this post.