



ST IVO SCHOOL

Cover Supervisor

Job Description

POST TITLE: Cover Supervisor
SALARY: Scale 3, Points 18 – 21, £18,870 - £20,541 pro rata
HOURS OF WORK: 32.5 hours a week, term time plus 5 professional days (39 weeks)
RESPONSIBLE TO: Director of School Strategic Operations

Main Responsibilities:

1. Cover Supervision

- Supervising pupils in class and tutor periods during the absence of their usual teacher to undertake work that has been set in accordance with the school policy. This work can be collected from the cover office in the morning or the department directly.
- Administer clear instructions based on the work set and actively supervise pupils as they carry out the instructions.
- Collecting any completed work after the lesson and returning it to the appropriate teacher as per instructions.
- Ensuring class registers are taken as and when appropriate.
- Managing the behaviour of the students whilst they are undertaking set work to provide a constructive environment.
- Responding to any questions from pupils about process and procedures.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Reporting back, as appropriate, using the schools agreed referral procedures on the behaviour of pupils during the class (including non-participation) and any issues arising.
- To liaise with any teaching assistants regarding individual pupils if necessary.

2. Whole school support

- Liaise with individual departments to offer help and support with the preparation of resources, displays, filing, admin etc as/when required.
- Attend and actively participate in staff meetings and training days.
- May assist with the invigilation of examinations when requested.
- Contribute to the maintenance of a safe, clean and healthy school environment.
- Develop and maintain effective working relationships with other members of staff.
- Contribute to, support and participate in school events and activities.

Person Specification

Persons appointed to this role should be confident, displaying excellent written and oral communication skills. Primarily they should enjoy working with children and young people.

The role requires an adaptable and flexible approach, being accepting of change and innovation. Organisation and self-motivation are key requirements.

All applicants should be educated to at least Grade C standard (or equivalent) in Maths and English. Previous experience in schools or working with young people is highly desirable but not essential.

St Ivo School fully recognises the responsibility it has under section 175 (Section 157 for Independent Schools and Academies) of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the school have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.