



Aspire not to have more but to be more

St Oscar Romero

JOB DESCRIPTION

ALL HALLOWS CATHOLIC COLLEGE

JOB TITLE: Cover Supervisor

ACCOUNTABLE TO: Deputy Principal

MAIN PURPOSE:

The Cover Supervisor will:

- Provide cover for all sessions including registration
- Deliver lessons where cover work has been left, to a high standard with limited preparation time and on occasion at short notice
- To provide one-to-one and small group support to students in our Emmaus Inclusion Centre, to enable them to achieve their full potential

SPECIFIC RESPONSIBILITIES:

The specific responsibilities of this role may alter from time to time to meet the needs of the College. Responsibilities will include, but not be limited to, the following:

Support Students

- To ensure that students work in a calm and secure environment and manage the behaviour of students while undertaking work.
- Act as a role model, maintaining high standards of student work, conduct and behaviour and use a range of strategies to deal with classroom behaviour as a whole and also individual behaviour.
- Respond to questions about process and procedure and encourage students to improve the quality of their work and keep on task.
- Promote the inclusion and acceptance of all students within the classroom / Emmaus Inclusion Room and be aware of the targets outlined in a student's Individual Education / Support Plan.
- To ensure that students use equipment safely.
- Refer any students' concerns to the relevant Form Tutor, Year Learning Leader and Head of Faculty / Subject.
- To keep a record of student attendance at and punctuality to, lessons and report any notable observation to the Attendance Officer by completing attendance registers.
- Check uniform and jewellery and refer any problems to the Year Learning Leader.
- To attend in-house training sessions and other meetings at the end of the College day for approximately two hours each month. Attend relevant College meetings as required.
- To read and conform to the relevant College policies pertinent to the post, with particular reference to the confidentiality policy.

Support for Staff

- Collect any completed work after the lessons and return it to the appropriate teacher.
- Using the College's agreed referral procedures provide objective and accurate feedback to the teacher on the conduct of the lesson and keep appropriate records as agreed with the teacher.
- 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.

General

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students.
- To understand and apply College policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant College meetings as required.
- To respect confidentiality at all times.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the work place.
- Ensure that all duties and services provided are in accordance with the College's Equal opportunities Policy.
- Attend meetings and complete paperwork for student welfare / behaviour meetings students appropriate.
- To undergo regular appraisal, supervision and training as necessary to update skills and knowledge.
- To work as a part of the Associate Staff team and undertake other allocated duties as and when required.
- To train and be part of the College First Aid team.
- The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out any other reasonable duties commensurate with the post.

+ Honourable Purpose + Respect + Compassion + Cooperation + Stewardship +