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| **St Michael’s Catholic Grammar School** |  |
| *“Love one another, as I have loved you”***Job Description** |
| **Role** | **Cover Supervisor** |
| **Reports to** | Cover and Attendance Administrator |
| **Supervising duties** | Supervision of students |

**Role Description**

To work under the guidance of the Cover and Attendance Administrator and appropriate subject leaders and within an agreed system of supervision, to:

* Supervise whole classes during the short-term absence of teachers. The primary focus when supervising will be to maintain good order and to keep students on task. The Cover Supervisor will need to respond to questions and generally assist students to undertake set activities;
* provide cover for tutor sessions and registration as required.

**The Cover Supervisor will:**

* supervise students, ensuring their safety and access to learning activities;
* use classroom/teaching skills/training/experience to support students;
* promote positive values, attitudes good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including:
1. completing electronic registers for registrations and every class;
2. dealing with any immediate problems or emergencies according to the school’s policies and procedures;
3. collecting any completed work after the lesson and returning it to the appropriate teacher;
4. rewarding students, where appropriate, in accordance with school procedures;
5. reporting as appropriate, using the school’s agreed referral procedures on the behaviour of students during class, any issues arising (such as red notes or detentions).
6. establish productive working relationships with students, acting as a role model and setting high expectations;
7. promote the inclusion and acceptance of all students within the classroom;
8. recognise and respond to the individual needs of students;
9. in accordance with teachers’ instructions: encourage students to interact and work co-operatively with others and engage all students in activities;
10. set challenging and demanding expectations and promote self-esteem and independence;
11. in accordance with teachers’ instructions: Support the use of ICT in learning activities and develop students’ competence and independence in its use;

**When not required to cover classes or groups of students the Cover Supervisor will provide general administration support for the Cover and Attendance Administrator or other staff as directed.**

**The cover Supervisor will support the school by:**

being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;

1. ensuring all students have equal access to opportunities to learn and develop;
2. contributing to the overall ethos/work/aims of the school;
3. attending and participating in regular meetings including training and other learning activities as required;
4. supervising students on visits, trips and out of school activities as required within normal school hours, and outside these hours by negotiation.

Undertaking any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined.