



St Anthony's Girls' Catholic Academy

Post title: Cover Supervisor

Grade: Grade 3 SCP 7 to 11

Responsible to: Sixth Form Pastoral Lead

Description: This role will primarily cover and support sixth form students.

Overall Objectives of the Post:

- The post holder will be required to supervise study sessions in the sixth form common area.
- The post holder will work under the guidance of the Senior Assistant Headteacher Sixth Form or Sixth Form Pastoral Lead in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote more independent learning.
- To assist Senior Assistant Headteacher Sixth Form or Sixth Form Pastoral Lead in creating and maintaining a purposeful, orderly and supportive learning environment in the sixth form areas.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Duties and Responsibilities

Support for Students

- To supervise silent study sessions and intervention sessions and also supervise whole classes short term absence of a class teacher.
- To supervise the sixth form area to create a positive, welcoming and professional physical and working environment.
- To support working relationship with the students, acting as role model and setting high expectations.
- To monitor student conduct in and around the site to ensure high standards are maintained.
- To support students learning in the most effective way.
- To be a visible presence in the sixth form.
- To meet the personal needs of the students whilst encouraging their independence
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.

- To implement strategies which secure high standards of behaviour in line with the Academy's Behaviour for Learning policy.
- To monitor attendance and punctuality and intervene in line with agreed systems.
- To deal with day to day issues as and when they arise
- To ensure students are fully supported with the necessary equipment for study sessions.
- To support students to make full use of the student bursary.

Support for the staff

- In the short-term absence of teachers, cover all pre-prepared activities to provide continuity for students.
- Prepare the classroom / area for lessons when covering, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with teaching and pastoral staff.
- To attend and support Sixth Form events e.g. Sixth Form taster day, GCSE and A level results day or similar, Induction events, Careers Convention, Leavers presentation, Leavers Ball etc. working with Senior Assistant Headteacher Sixth Form or Sixth Form Pastoral Lead and Student Council.

Support for the curriculum

- As directed by Sixth Form staff, assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities.

Support for the school

- The postholder may be asked to work across the school if needed
- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Attend relevant meetings as required;
- Show a duty of care to students and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- To provide support for students emotional and social needs by encouraging and modelling positive behaviour in line with Sixth Form policy.
- To accompany teaching staff and students on visits, trips, and out of school activities as required within contracted hours and to take responsibility for students as necessary.
- Contribute to the overall ethos, work and aims of the sixth form
- Maintain good relationships with colleagues and work together as a team;
- Appreciate and support the role of other professionals;
- Participate in training and other learning activities and performance development as required;

- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory;

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example;
- To undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher;

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.