



Job Description:

Main Purpose of the Post

- To support and contribute to the Catholic life of St Bernard's community
- To supervise and encourage students in mainstream classroom covered lessons in Key Stages 3 and 4

Duties and Responsibilities

- To liaise with teachers regarding work set for any class, as required
- To be responsible for a class of students in lesson time and form period, as required
- To provide feedback to the teacher(s) of the classes covered, using an agreed proforma
- To liaise with supply agencies to arrange cover for staff
- To organise the printing of work for cover lessons
- Carry out lunchtime supervision in line with the duty rota
- To be a member of a Duty team in accordance with the daily rota
- To ensure that the work set by the regular class teacher is clearly communicated to students
- To ensure the highest expectations of work and behaviour
- To help students complete the work set to them
- To use lesson time constructively when cover is not required
- To ensure the health and safety of students in their care
- To follow the school's Positive Discipline Policy
- To carry out tasks within identified curriculum areas, based on interests, strengths and the needs of the school, in negotiation with the relevant Curriculum Leader
- To carry out other relevant duties as may reasonably be required by the Principal
- To deliver the highest quality of service to students and colleagues
- To attend training sessions as required and be committed to continuous professional development
- To meet weekly with Line Manager

General

Post holders will be required to undertake the completion of the Cover Supervisor Induction Programme and basic skills training provided by the school. Appropriate knowledge of First Aid will be required.





Person Specification

Experience	
Support for the Catholic ethos of the school	Essential
Demonstrate experience of working with 11-16 year olds	Desirable
Demonstrate experience of working as part of a team	Essential
Understanding of job requirements	Essential
Qualifications & Training	
GCSEs at grade C or above in Maths and English	Essential
A degree	Desirable
Basic ICT skills to include knowledge /use of internet	Essential
Willingness to undertake any training deemed necessary and appropriate for the post	Essential
Special Skills and Knowledge	
Good written skills	Essential
Good oral skills	Essential
Good interpersonal skills	Essential
Ability to keep records	Essential
Ability to work on own initiative as well as part of a team	Essential
Personal Qualities	
An understanding of and commitment to equal opportunities issues both within the workplace and the community in general	Essential
Be an excellent role model who strives to accomplish the very best	Essential
Conscientious, honest and reliable	Essential
Good timekeeper	Essential





Ability to be flexible within the working environment	Essential
Patient, good humoured and approachable	Essential
Safeguarding	
Commitment to safeguarding and promoting the welfare of children and young people	Essential
A disclosure and barring service check at enhanced level	Essential

This job description may be amended at any time in consultation with the postholder.

