



Cover Supervisor  
(with Break and Lunch Time Supervisor  
Responsibilities)  
Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 247358

## THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

There are approximately 350 children in our Pre- Reception, Pre-Prep, Prep and Senior departments, aged from 3-19. Over 50 girls board on a weekly or termly basis and many more take advantage of our occasional boarding option.

The School is part of the wider Jesus and Mary Trust that educates young people in 29 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes, and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

Following the successful opening of our award-winning Science and Prep Classroom building and our Expressive Arts Studio, we opened a Sixth Form in September 2016 which has grown, thrived, and proven to be a successful addition to our school. In October 2022, the school received 'Excellent' in all areas in its ISI inspection, with inspectors commenting upon the 'dynamic teaching' and the 'positive attitudes to learning' displayed by 'pupils of all ages.' In 2024,, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community' and more recently, the received the Challenge Award as part of its accreditation by NACE – the National Association for Able Children in Education

## **Job Description:**

The Cover Supervisor (with Break and Lunchtime Supervisor responsibilities) at Thornton College covers all activities, lessons and duties ordinarily carried out by members of staff, either when they are absent or when required. This may include a wide range of duties before, during and after school, all lessons and a variety of activities during events such as Harvest, Christmas and Activities' Week. Lunchtime & breaktime supervision will be required and will be outside.

Lessons for cover may include practical lessons such as Art, DT and PE/Games and so appropriate clothing should be readily available at school.

The Cover Supervisor may also be required to supervise wrap around care both before school and after school.

The Cover Supervisor will be entitled to a lunchtime break of at least 40 minutes. Lunchtime may take place at any point between 11.40am and 2.30pm, dependent on cover and other requirements.

## **Key Responsibilities:**

### **Spiritual**

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and students based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

### **Academic**

- To cover lessons across all subjects and key stages of the school.
- To ensure all students make progress during the cover lesson, ensuring instructions are clear and assisting students who require support.
- To ensure a productive working environment is maintained during lessons.

### **Wider Responsibilities**

- To cover early morning supervision and ensure registration for early arrivals is accurate
- To supervise students across all key stages during morning break time and lunch time
- To respect confidentiality at all times
- To follow GDPR protocol
- To understand and apply school policies
- To take part in the wider life of the school
- To assist where possible, in promoting the school
- To attend Open days as required
- To attend INSET and staff meetings
- To participate in the Appraisal Process and to complete training courses as requested
- To attend and support the School Summer Fete.
- To act as an ambassador for the school and Head Teacher in all matters.
- To be available in school from 7:45am-4:30pm in term time

## Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns, as appropriate, on CPOMS as soon as possible.
- To report any concerns to the School's Designated Safeguarding Lead.

## Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.
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Attributes	Requirements	Essential / Desirable
Education / Qualifications and Training	Relevant Level 3 Degree	Desirable
	Continued and recent completion of professional development within education.	Desirable
Skills and Experience	Previous experience of working with students within a school setting as, for example, either a Cover supervisor or Teaching Assistant.	Essential
	Competent use / understanding of IT and software packages appropriate to the courses and to education more widely.	Desirable

All staff are responsible for promoting and safeguarding the welfare of students at Thornton College by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

All staff are required to undertake whatever else may be reasonably required by the Headteacher in support of the Aims of the School. Job Descriptions are subject to annual review.