

HERON HALL ACADEMY JOB DESCRIPTION



POST TITLE:	Cover Supervisor
PURPOSE:	<p>To work as part of a large team of teachers and support staff involved in the delivery of differentiated learning, and educational programmes designed by appropriate staff.</p> <p>Under the direction of a designated member of staff, to act as a cover supervisor for classes where there are short-term absences of timetabled teachers.</p>
REPORTING TO:	Cover Coordinator
SALARY/GRADE:	
DISCLOSURE:	Enhanced
MAIN DUTIES:	<ul style="list-style-type: none"> • Act as a Cover Supervisor in the absence of the class teacher and: <ul style="list-style-type: none"> • ensure that students are supervised whilst undertaking pre-prepared or self-directed learning activities; • ensure that students are managed and well-behaved; • deal with any immediate problems/emergencies according to the school's policies/procedures; • collect completed work after lessons and return to appropriate teachers. • Attend and participate in relevant staff meetings and in-service training as requested. • Be aware and contribute to the development of the school's policies and support service procedures. • Adapt the delivery of teaching and support, taking into account the needs of students, to aid them in learning as effectively as possible. • Develop methods of promoting and reinforcing students' self-esteem and independence within the classroom and school environment. Assess the need for additional support in consultation with appropriate professional staff. • Together with teaching staff be involved in monitoring of pupils' progress and maintaining related records. • In consultation with teaching staff, participate in the evaluation of the support programmes for pupils, contributing to reviews of children's progress, including formal reviews of statements. • Provide regular feedback and assessment on children's progress to class teachers, support tutors and other professionals as required. • Alongside teaching staff, develop effective relationships and links between home and school. • Participate in the development and delivery of the programme of Out of Hours extra-curricular/study activities and under the guidance and direction of teaching staff, take a lead role in providing teaching and supporting pupils involved. • When not required as a Cover Supervisor to support in classrooms where needed. • Undertake other roles such as form Tutor or tasks which may fall within the scope of this post as may be reasonably directed by the Senior Leadership Team and Director of Faculty.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to present themselves and to act in a professional manner at all times, according to Heron Hall Academy Code of Conduct.

Heron Hall Academy has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work. We expect that the post holder will give a high profile to equality of opportunity in all areas of activity.

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

This job description is not prescriptive in that the needs of the school may change and this could necessitate revision in the future and amendment at any time, after consultation.

Signed:

Principal:

Date:

Person Specification

	Essential	Desirable
Graduate or completed Advanced Level studies		*
The ability to speak a second language (desirable).		*
Flexibility in supporting across the curriculum.	*	
An understanding of how the curriculum can be developed to meet individual needs.		*
Ability to work as a team member.	*	
Ability to reflect on and develop own practice.	*	
Willingness to develop own expertise.	*	
Good attendance and punctuality.	*	
Commitment to the school's Policies and procedures.	*	
Commitment to develop the ethos of the school	*	