

**JOB DESCRIPTION**

POST**: Cover Supervisor**

POSTHOLDER:

Grade:  **Grade 4/UQT (subject to experience)**

**Job Code:**

# Job Description Revised: September 2016

**Job Purpose:**

To work with curriculum teams and supervise students in the absence of teachers.

**Responsibilities:**

1. To supervise classes and to undertake work/activities that has been set by teachers.
2. To maintain good order and discipline amongst the pupils in line with the School Behaviour for Learning Policy to ensure a positive environment.
3. To encourage the young people to interact and work co-operatively with each other and engage all pupils in activities.
4. To respond to any questions from pupils about processes and procedures
5. To deal with any immediate problems or emergencies in accordance with school policy.
6. To establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils.
7. To collect completed work after the lesson and return it to the appropriate teacher
8. To report back to the appropriate person on any issues arising
9. To supervise examinations as directed.
10. To take part in all appropriate inset activities

**General**

1. To be responsible and accountable for carrying out the duties of the post with due regard to Academy’s equal opportunities policy, and health and safety law, and to ensure that all duties which include the processing of any personal data are undertaken in accordance with the Data Protection Act 1998.
2. Undertake training as maybe required to fulfil the duties of the post.
3. To undertake any other duties and responsibilities within the range of the salary grade and nature of the post.
4. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy Equality Policy.

***Responsible to***: Deputy Head Teacher/Academy Business Manager

This job description will be reviewed annually with the post holder and the Academy’s Business Manager to reflect or anticipate changes in the job, commensurate with the grade for the post and job title.