

## Job Description

### Post: Cover Supervisor

#### Purpose

To provide cover for absent teachers. Carrying out the functions of the teacher in accordance with the stated aims and objectives of the academy and of the absent teacher's faculty. To act in a supervisory capacity in relevant situations.

#### Duties and Responsibilities

- Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the absent teacher or Head of Faculty.
- Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources.
- Attend meetings; carry out administrative tasks and duties as specified in the bulletin, published rotas and on the academy calendar.
- Facilitate the exceptional progress and well-being of any individual or group of students.
- Support students during Family Dining and Line Up.
- Consistently implement all academy policies.
- Participate in academy meetings, CPD and coaching.
- Contribute to decision-making and consultation procedures.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Carry out any other reasonable duties as requested by the Principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***