



GREENWOOD ACADEMIES TRUST

JOB DESCRIPTION

Post title: COVER SUPERVISOR

Responsible to: Head of School/Principal/Cover Manager

Purpose: Provide cover for lessons where required in the absence of a teacher.

The following information is furnished to assist staff joining the Trust to understand and appreciate the work content of their post and the role they play in the establishment.

MAIN (CORE) DUTIES:

- Take responsibility for a class in the absence of a teacher including unplanned absence and/or planned absence due to the allocation of PPA time
 - Liaise with Teachers/Senior Leaders, when covering for unplanned absence to understand what the pre-prepared exercise for the class will be and what resources may be given to pupils to facilitate learning.
 - Plan lessons in line with schemes of work when timetable to deliver cover for PPA time.
- Manage the behaviour of pupils to ensure a constructive environment and the maintenance of resources, by using a range of strategies to deal with classroom behaviour as a whole and also with individual behavioural needs.
- Organise and manage an appropriate learning environment and resources.
- Explain to pupils what is required and what pre-prepared task / exercise they will be expected to undertake.
- Answer any general questions the pupils have in relation to the work which they have been given, for example, on processes and procedures.
- To collect the completed work from pupils and return this to the designated class teacher where necessary.
- Report back to the designated class teacher as appropriate on the behaviour of pupils and any other issues arising
- Deal with any immediate problems or emergencies according to the Trust's procedures and policies. For example, in case of a fire.

- Act in accordance with Trust policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- Any other responsibilities deemed appropriate to the level of the post

Additional Responsibilities :

- Have a clear focus with a target group of pupils of improving their attainment.
- Provide senior/other staff with relevant information about pupils in order that pupils needing support can be identified effectively and appropriate interventions/action plans agreed.
- Monitor, evaluate and report on the success of all action plans drawn up, reporting to the named Head of School/Principal.
- Develop a 1:1 mentoring relationship with target group pupils aimed at achieving the goals defined in the action plan. The Cover Supervisor will devote the majority of his/her time to those needing extra support to realise their potential.
- Provide a range of opportunities for the target group of pupils to support them in achieving their targets.
- Maintain regular contact, where appropriate, with families of target group pupils to keep them informed of the student's progress. To secure positive family support and involvement in the student's education.
- Have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.
- Provide "on call" support to staff.
- Undertake administration duties, when cover supervision is not needed, within the main school administration office.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.