



Job Title:	Cover Supervisor
Location:	The Carlton Academy
Hours of Work:	37 per week, term time only
Salary:	Band 7, £18,109 - £19,990 pa (FTE) Actual salary paid £15,254 - £16,838 pa
Responsible to:	Operations Manager
Post Objective:	To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. When not being used for cover, provide an administrative support where required in the academy.

Main Duties and Responsibilities:

Class Supervision

- Supervising the students on work left in accordance with the academy policy.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set, providing students with generic support (eg literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.
- Recording and reporting attendance at lessons in accordance with academy policy.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably being regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.