

Job Description

Post: Cover Supervisor

Purpose

To challenge educational and social disadvantage by covering for absent colleagues in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Cover lessons in the absence of the timetabled teacher.
- In accordance with set cover work, deliver lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Ensure that the resources required to effectively deliver the covered lessons are available.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Provide feedback that moves learning forward.
- Ensure that homework is set, where appropriate, and monitored.
- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- Collect completed work at the end of the lesson and return it to the appropriate teacher / subject leader.
- Provide objective and accurate feedback to the appropriate colleague on student conduct and work completion within the lesson.
- Support individual students or small groups, including those with individual needs, as identified by the subject leader.
- Supervise students on visits, trips and out of school activities.
- Maintain records as requested by the subject leader.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Attend meetings / training, carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- 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.