



"Our priority is to ensure that students, staff and parents are proud to belong to The Quest."

Mr Andy Crofts
Principal, The Quest Academy

JOB DESCRIPTION

Job Title: Cover Supervisor
Responsibility Level: £17,500
Accountable To: Principal, Principal & Governing Body
Responsible To: Attendance and Cover Manager

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- To supervise cover lessons when Teachers are absent.
- To assist with administration, display and classroom tasks when not covering lessons.
- To assist with teacher photocopying as necessary
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

DUTIES

In the context of this job description the term 'cover' refers to those occasions when the normal classroom Teacher is absent leaving a teaching group without a Teacher. Absence can be planned, i.e. where a Teacher's absence is known in advance, or unplanned, i.e. where the Teacher's absence is for unexpected medical or personal reasons.

1. Cover for short term planned or unplanned absence of a Teacher by taking registration and supervising lessons. In all cases work will have been set, either by the 'absent' member of staff or the appropriate Team Leader.
2. Manage the students' behaviour in line with Academy policies, thus ensuring learning continues to take place.
3. Report, as appropriate and in line with Academy policies and procedures, any problems such as incidents of unacceptable behaviour during the lesson.
4. Report any problems with the set work to the Team Leader – especially if it is below an agreed standard.
5. Help students during a lesson to complete tasks set either through supporting self-directed study or assisting students by responding to their questions.
6. Collect all work done during the lesson retaining it until it can be passed onto the class Teacher, via the agreed route, upon their return.

7. Work with Teachers and Team Leaders to plan cover work for an absence known in advance, and prepare a bank of materials available for unexpected absence.
8. Work with Teachers in the development of educational initiatives by supporting those initiatives in the classroom

Other Duties.

1. Assist in the supervision of examinations, both public and internal.
2. Provide administration support for Teachers, assist with classroom displays and other management tasks as directed.
3. During periods when cover is not needed, work as a Teaching Assistant under the direction of the SEND Manager.
4. Set a good example in terms of personal presentation, attendance and punctuality.

Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety and Welfare.
4. Manage the students Health and Safety, taking appropriate action related to any problems or emergencies that occur during the lesson.

Continuing Professional Development

1. Participate in an induction programme that includes lesson observations of experienced Teachers and application and use of Academy policies and procedures.
2. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
3. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
4. Undergo appropriate training to support the delivery of “specified work” in order to develop skills for the post.
5. Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.