

**JOB DESCRIPTION**

**Cover Supervisor**

**Introduction**

This job description may be amended at any time following discussion between the Executive Principal and the member of staff and will be reviewed annually as part of the Performance Management process.

**General description of the post**

Each post holder must be committed to the sponsors’ principles and core values of faith, respect, equality, aspiration, creativity and service.

**Main purpose of role:**

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

**Specific responsibilities include:**

* Supervising the students on work left in accordance with the school 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
* 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 school policy
* Recording and reporting attendance at lessons in accordance with school policy
* Supporting teachers in classrooms as required
* Assisting in exam invigilation under the supervision of the examinations officer.
* Reporting back as appropriate using the schools’ 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 schools’ policies and procedures.
* Following school policies and procedures especially those relating  to child protection and health and safety
* Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
* Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation.
* To comply with the Academy’s Health and Safety Policy and undertake risk assessments as appropriate.