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**Role Profile**

**Cover Supervisor**

Cover Supervisors work under the guidance of teaching staff and within an agreed system of supervision. They 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.

Cover Supervisors are responsible to the Cover and Reporting Manager for:

* Supervising students as they carry out work left by teachers in accordance with Academy policy
* Helping to prepare the learning environment and the materials needed for the lesson
* Assisting with the management of student behaviour to ensure a constructive working environment
* Responding to students’ questions regarding the work that has been set,
* Collecting any work completed after the lesson and returning it to an agreed person or place
* leaving the room in good order at the end of the lesson
* Supervising the orderly entry and departure of students in accordance with Academy policy
* Recording and reporting attendance at lessons in accordance with Academy policy
* Helping with examination invigilation under the supervision of the examinations officer
* Using the Academy's agreed referral procedures, as required, to report back on the behaviour of students during the class and any other issues arising
* Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
* Following Academy policies and procedures, especially those relating to child protection and health and safety
* Respecting confidential issues linked to home/students/teachers/school work and keeping confidences as appropriate.