**Job Description for Cover Supervisor**

**Job Title:** Cover Supervisor

**Reporting to:** Office & Cover Manager & Vice Principal (Teacher & Teaching Development)

**Role Purpose:** To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff, including implementation of work programmes, managing student behaviour and assisting students in relevant activities.

To assist students and teachers with their daily tasks and to ensure the areas within the Academy are maintained to a high standard.

**Working Hours:**  Monday to Friday; 8.15am to 4.15pm; 39 weeks per annum.

**Role Duties:**

Whilst the main focus of this role will be the provision of cover for absent teachers, the jobholder will be required to work across the school to support teachers in the development and delivery of learning for students.

This may include:

* To support and develop strategies that will deliver high levels of stakeholder satisfaction with communication.
* To test stakeholder satisfaction through surveys and interviews.
* Providing in-class support or working with small groups of students withdrawn from lessons.
* Working with the teacher to establish an appropriate, stimulating and effective learning environment, e.g. creating displays of work in classrooms and on corridors.
* Preparing and maintaining general and specialist resources and equipment, e.g. assisting the preparation of worksheets.
* Attending and participating in Academy meetings and training, e.g. staff and department meetings, training days.
* Invigilating tests and exams, e.g. GCSE’s
* Accompanying students on out of school educational activities.
* Playing a full role in the pastoral systems of the school, e.g. form teacher.
* To provide first aid cover in the medical room for the School Medical Practitioner as and when require.
* Other tasks and duties appropriate to the post agreed with the negotiation with the Line Manager and/or Principal.

**General Responsibilities:**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support difference and ensure all pupils and staff have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Participate in training and other learning activities as required.
5. Participate in the academy’s performance management process.
6. Recognise own strengths and areas of expertise and use these to advise and support others.
7. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
8. Any other related duties as they may arise.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

**I confirm that I have read and understood the details contained within this job description. I understand that by signing this document, I agree to the terms conditions contained within it.**

Name:…………………………………………………………….

Signed:……………………………………………................

Date:………………………………………………………………