

Job Description

Post Title:	COVER SUPERVISOR
Purpose:	To provide cover for staff absence ensuring that students have the best possible learning experience during cover lessons
Reporting to:	Headteacher (TBC)

MAIN (CORE) DUTIES	
Supporting the Pupil	<ol style="list-style-type: none"> 1. Supervise entry and departure of students in accordance with school policy 2. Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment 3. Apply the Academy Behaviour for Learning Policy consistently and fairly 4. Respond to any questions from students about process and procedures 5. Establish productive working relationships with students, acting as a role model and setting high expectations 6. Promote the inclusion and acceptance of all students within the classroom
Supporting the Teacher	<ol style="list-style-type: none"> 1. Assist in preparing the learning environment and the materials used therein 2. Record and report attendance at lessons in accordance with school policy 3. Collect any completed work after the lesson and return it to the appropriate teacher 4. Leave the room in good order at the end of the lesson 5. Report back after the lesson as appropriate using the Academy's agreed referral procedures, commenting on the learning environment, the progress students made and the behaviour of students during the class as well as any issues arising
Supporting the Curriculum	<ul style="list-style-type: none"> • Provide cover lessons across the Academy ensuring appropriate preparation so that students are fully able to embark on learning activities in the cover lessons • Supervise work that has been set in accordance with the Academy policy • Deal with any immediate problems or emergencies according to the Academy's policies and procedures
Supporting the Academy	<ul style="list-style-type: none"> • Contribute to the overall ethos/work/aims of the Academy • Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; reporting all concerns to an appropriate person • Attend and participate in meetings • Participate in training and other learning activities as required • Supervise students on visits, trips and out of Academy activities as required • Take on the supervisory duties of absent staff at break and lunchtime within the Academy • Assist as part of a team by invigilating internal and external examinations



Engaging in Professional Development	<ul style="list-style-type: none">• Participate in regular performance reviews to ensure that any personal development needs are identified and met• Attend relevant INSET training. Review and maintain your own professional practice through agreed development activities
Health and Safety	In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the Health and Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health and Safety provisions.
Other Specific Duties	
<ul style="list-style-type: none">• To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example• To promote actively the Academy's policies• To continue personal professional development• To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate• To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p> <p>Please note that Cover Supervisors may be required to work in the Primary and/or Secondary phase and at any of the Academy sites.</p>	
This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the Academies and their implications.	