



COVER SUPERVISOR JOB DESCRIPTION

**37 hours per week, term time only
VTG8 Scale Point 22-25**

Post: Cover Supervisor

Line Managed by: Vice Principal

Job purpose:

Cover Supervisors are required to cover lessons during the short term absence of the normal teacher who will have set suitable work for the duration. At a very basic level the role of the Cover Supervisor is to supervise the class whilst they complete tasks set by the teacher. This requires no marking or planning but does require active supervision and delivery of the information provided by the teacher or Head of Department.

Key Outcomes:

- Supervise whole classes during the short-term absence of teachers ensuring good order is maintained and students are focused on task.
- Respond to questions and generally assist students to undertake set activities.
- To adopt a range of strategies, in line with the academy's' policy and procedures, to establish a purposeful learning environment and to promote good behaviour.
- To monitor students' participation and progress, providing feedback to teachers and giving constructive support to students as they learn.
- Provide supervision at breaks and lunchtimes
- Provide cover for tutor sessions as required.

Specific responsibilities include:

- Supervise and support for students, including those with special needs, ensuring their safety and access to learning activities.
- Deliver lessons where cover work has been set, to a high standard with limited preparation time and on occasion at short notice.
- Promote positive values, encourage good student behaviour and health and safety, dealing promptly with conflict and incidents in line with Academy policy and encourage students to take responsibility for their own behaviour.
- Complete electronic registers for registrations and every class in line with statutory requirements.
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Use the Academy reward programme to reward students, where appropriate, in accordance with Academy procedures.
- Report as appropriate, using the Academy's agreed referral procedures on the behaviour of students during class and any issues arising.

- Establish productive working relationships with students, acting as a role model and setting high expectations;
- Have high expectations of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement.
- Recognise and respond to the individual needs of students.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Improve own practice, including through observation, evaluation and discussion with colleagues
- On occasions when cover is light, you may also be required to carry out the following tasks:
 - Offer departments support
 - Help with the supervision of the Isolation Room where students have been withdrawn from lessons
 - Administer and assess routine tests and help with the invigilation of exams
 - Carry out small group work with students
 - Help with the support of individual students with SEN issues
 - Carry out suitable administrative tasks
- Undertake other duties that the Principal of the Merchants' Academy may reasonably request.

Organisation:

- Promoting and safeguarding the welfare of children and young people within the Academy.
- To ensure all personal data is processed in line with General Data Protection Regulation.
- Comply with and assist the development of policies and procedures relating to all Academy and Trust policies including Child Protection, Health and Safety, confidentiality and Data Protection, freedom of information and reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the development and implementation of the overall ethos/work/aims of the Academy.
- Develop positive relationships and communicate with other agencies/professionals.
- Develop constructive relationships and liaison between managers/teaching staff and associate staff.

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of the Trust and its academies. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Merchants' Academy is part of Venturers Trust and is committed to equality, safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all staff.