



AXE VALLEY ACADEMY

JOB DESCRIPTION

Post	Cover Supervisor (Pay Scale D)
Responsible to	Line Manager
Purpose of job	To supervise the completion of cover work set to whole classes during the short term absence of the assigned teacher.
Summary of specific responsibilities	<p>Under the guidance and direction of the Cover Manager, curriculum team leader and subject teacher:</p> <ul style="list-style-type: none">• Take responsibility for the supervision of class groups as they undertake work set during the absence of the class teacher.• Support learning activities with students across the range of abilities to ensure access to the learning identified.• Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.• To promote and reinforce the routines, policies and practices relating to good behavior and learning using the Academy discipline sanctions and rewards as appropriate.• Maintain a safe and appropriate learning environment.• Provide care and supervision of classes.• Support students in the completion of work set.• Collect completed work after the lesson and pass to the appropriate teacher.• Direct Teaching Assistants working within the classes being covered, as appropriate.• Undertake other non-teaching duties, including taking responsibility for students about the school, and other duties as directed by the Line Manager.
Duties – Supporting the curriculum	<ul style="list-style-type: none">• Supporting pupils to understand instructions.• Supporting pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years etc. as directed by the teacher.• Supporting pupils using ICT as directed.• Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use.
Duties – Supporting the Academy	<ul style="list-style-type: none">• Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person.• Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.• Contributing to the overall ethos/work/aims of the school.• Appreciating and supporting the role of other professionals.• Attending relevant meetings as required.• Participating in training and other learning activities and performance development as required.

	<ul style="list-style-type: none"> • Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes if required. • Accompanying teaching staff and pupils on visits, trips and out of school activities if required.
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PERSON SPECIFICATION

	Essential / Desirable (D)
Education/Training	<ul style="list-style-type: none"> • Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English. • Competence in the use of ICT to support teaching and learning.
Experience	<ul style="list-style-type: none"> • Experience of working with children of the relevant age. • Understanding of the curricular requirements of the school, these to include statutory requirements.
Skills/Abilities	<ul style="list-style-type: none"> • Ability to work with a minimum of supervision and within a team. • Ability to manage pupils in a classroom setting. • Understand the concept of data protection and the requirement for confidentiality.