

JOB DESCRIPTION

Job Title: Cover Supervisor
Responsible to: Director of Student Inclusion & Support (SEND)

Job Purpose:

Under the direction of the Director of Student Inclusion & Support to provide supervision of students in any lessons where a teacher is absent for an unexpected or short period.

Principal Duties:

- To supervise the learning of students as directed by the class teacher during periods of absence.
- To follow instructions provided by the class teacher and direct students to appropriate resources.
- To implement the Academy behaviour policy and ensure all incidents are recorded appropriately.
- To report to the Curriculum Leader on the progress and conduct of students during lessons where cover supervision is undertaken.
- To report on the quality and appropriateness of work set by teachers for periods of known absence.
- To assist students in using the VLE to access appropriate learning materials as directed by the class teacher.
- To provide cover in the Learning Support and Internal Exclusion Unit as required
- To provide learning support in class when not required for cover and as directed by the Director of Student Inclusion & Support.
- To ensure that MHA standards for classroom management are met and that learning areas are clean, safe and well organised.
- To assist in the production of learning displays in classrooms and communal areas as directed.
- To register attendance of students at all lessons and report absences.
- To perform duties at break and lunch times as requested.
- To contribute to the Extended Academy programme.

General duties and responsibilities

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Director of Student Inclusion & Support fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.
- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.