



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

<b>Post title</b>	<b>Cover Supervisor</b>
<b>Reporting to</b>	<b>Operations Manager</b>
<b>Contract type</b>	<b>15 hours per week, 39 weeks per year</b>
<b>Main Duties and Responsibilities:</b>	
<b>Job Purpose</b>	To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. To provide cover for on call and internal exclusion. When not being used for cover, provide administrative support to the teaching staff.
<b>Class Supervision</b>	<ul style="list-style-type: none"> <li>▪ Supervising the students on work left in accordance with the school policy.</li> <li>▪ Assisting in preparing the learning environment and the materials used therein.</li> <li>▪ Assisting with the management of student behaviour to ensure a constructive working environment.</li> <li>▪ Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work.</li> <li>▪ Collecting any work completed after the lesson and returning it to an agreed person/place.</li> <li>▪ Leaving the room in good order at the end of the lesson.</li> <li>▪ Supervising entry and departure of students in accordance with school policy.</li> <li>▪ Recording and reporting attendance at lessons in accordance with school policy.</li> <li>▪ Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class and any other issue arising.</li> <li>▪ Dealing with any immediate problems or emergencies according to the academy’s policies and procedures.</li> <li>▪ Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.</li> <li>▪ Generate positive, professional relationships with staff, students and parents.</li> <li>▪ To consistently follow all school policies.</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>▪ As directed by the Operations Manager, provide clerical support to the various Departments through photocopying, filing, faxing, laminating, completing forms and responding to routine correspondence.</li> <li>▪ Maintain manual and computerised records and input student data into information systems and spread sheets, regarding student achievements, assessments and exam results.</li> <li>▪ Collate and sort student work into grade order, ensuring they are kept securely.</li> </ul>



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	<ul style="list-style-type: none"><li>▪ Type up student exam papers to be used as exemplars for future exams.</li><li>▪ Prepare and clear notice and display boards across the Departments.</li><li>▪ Provide administrative support to the teaching staff’s production of classroom resources (e.g. worksheets, booklets).</li><li>▪ In accordance with the Academy’s online ordering system, maintain stocks and supplies, cataloguing and distributing as required.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>▪ Liaison with departments and staff as necessary.</li><li>▪ Attendance at staff meetings and INSET activities where relevant.</li><li>▪ To undertake the role of co-tutor, supporting the Form Tutors and Head of Years.</li><li>▪ To uphold and actively support the Academy’s policies and procedures.</li><li>▪ Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.</li></ul>