**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.**

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| **Job Title:** **Cover Supervisor**  | **Salary Range:** **GR1** |
| **Accountable to:** **Assistant Headteacher**  |  |

**Job Purpose:**

* To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. This will include implementing work programmes, managing student behaviours and assisting students in relevant activities in line with the Academy’s policies and procedures.

**In this role you will be expected to:**

* Communicate, distribute and supervise work that has been set by the teacher in accordance with the Academy policy.
* Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
* Collect any completed work after the lesson and return it to the appropriate teacher.
* Report back to the teacher as appropriate.
* Accompany staff and students on educational visits, trips and offsite activities as required and take responsibility for a group under the direction of the teacher/organiser.
* Undertake and arrange of other activities to support students learning that may include: contributing to lesson planning, evaluation, developing IEP’s, implementing agreed learning strategies etc.
* Ensure the safeguarding and welfare of students at all times.
* Ensure all tasks are carried out with the due regard to Health and safety.
* Undertake appropriate professional development including Performance Management.
* Carry out other duties as commensurate within the position in order to ensure the smooth running of the Academy.

**You will have a commitment to:**

* Working with students and their parents to ensure best outcomes.
* Contributing to school life and building effective relationships with all members of the school community.
* Developing your professional skills and knowledge through induction and continuing professional development.
* Complying with, policies and procedures in relation to Safeguarding, Health and safety, Confidentiality and Data Protection.

*The above is not exhaustive and maybe amended commensurate with the post holder’s salary and grade as required by the Headteacher*