Hall Park Academy

Job Description

Job Title:	Cover Supervisor
Location:	Hall Park Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 7
Hours of Work:	Full-time, term time only
Responsible to:	Lead Cover Supervisor
Post Objective:	To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. When not being used for cover, provide administrative support.

Main Duties and Responsibilities:

Class Supervision

- Supervising the students on work left in accordance with the academy policy.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive working environment.
- 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.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.
- Recording and reporting attendance at lessons in accordance with academy policy.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.

- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.

Administrative Support

- Provide clerical support to the faculty through photocopying, filing, faxing, laminating, completing forms and responding to routine correspondence.
- Maintain manual and computerised records and input student data into information systems and spread sheets, regarding student achievements, assessments and exam results.
- Collate and sort student work into grade order, ensuring they are kept securely.
- Type up student exam papers to be used as exemplars for future exams.
- Prepare and clear notice and display boards across the faculty.
- Provide administrative support to the teaching staff's production of classroom resources (e.g. worksheets, booklets)
- In accordance with the academy's online ordering system, maintain stocks and supplies, cataloguing and distributing as required.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- 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.

I, ……., accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): …… Date: ……..

Signed (Senior Manager): …….. Date: ……