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| A close up of a logo  Description automatically generated | **Job Description**  **Cover Supervisor** | A close up of a logo  Description automatically generated |
| **Title of post: Cover Supervisor**  **Salary scale:** Scale 4 | | |
| **Contracted working weeks:** Term Time + 5 days.  **Hours per week:** 37 hours | | |
| **General duties and responsibilities for the Cover Supervisor**   * To support the academy values and importance placed on academic success. * To take responsibility for groups or classes of students in the short-term absence of their usual teacher. * To supervise work that has been set in accordance with academy policy. * To liaise with teaching staff with regard to work set for a class. * To manage the behaviour of students to ensure a constructive environment whilst undertaking work. * To respond to any questions from students about process and procedure. * To deal with any immediate problems or emergencies in accordance with the Academy's policies and procedures. * To collect any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader. * To report back, as appropriate, using the academy’s agreed referral procedures, on the behaviour of students during the class, and any other issues arising. * To supervise students who have been isolated from their peers as a behaviour sanction. * To support the work of a classroom teacher when not deployed directly to cover a class. * To support the general academy administration when demand for cover is low. * To undertake appropriate training and professional development as required. * To follow whole school safeguarding systems. * To undertake any reasonable tasks commensurate with the title and grade of the post held. | | |
| **Line manager (also responsible for performance management)**   * Vice Principal | | |
| **Person Specification**   * Understand the importance and value of a good education. * Have a positive ‘can do’ attitude. * Be hungry to make a real difference. * Be humble enough to accept feedback in order to continually improve. * Be able to work as part of team and buy into the academy’s values. * Feel empowered to take ownership over the provision for the cohort. * Have a firm, but fair approach to behaviour. * Be calm and logical under pressure. * Be organised. * Be able to develop positive relationships with parents. * Be a positive role model through a commitment to high standards and smart, professional appearance. * To be a confident user of ICT in order to support your role. * To deal with staff, students and parents with sensitivity and confidentiality. | | |
| **Review arrangements**  This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate. | | |

Signed………………………………………………… (Post holder)

Signed………………………………………………….. Principal

Date………………………………………..

An electronic copy of this document will be kept with your personnel records.