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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.
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| **Line manager (also responsible for performance management)*** Vice Principal
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| **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.
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| **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.