Cover Supervisor Job Description

**Purpose:** To provide continuity of education for pupils through supervision of whole classes, small groups or individuals to cover periods affected by absence.

**Reporting to:** Assistant Principal

**Grade:** Grade 6 points 26-28, £23,866 - £25,463 pa, pro rata Term Time plus 5 days

**Duties**

* To supervise pupils undertaking work that has been set in accordance with the Academy’s policy
* To prepare the learning environment before lessons and ensure the classroom and equipment are left in good order at the end of a lesson
* To communicate work set by the teacher to the pupils and respond to any questions from them about process and procedures
* To collect completed work after the lesson and return it to the appropriate teacher
* To monitor and evaluate pupils’ responses to learning activities through observation, recording of achievement and providing feedback/reports as required
* To support pupils by responding to their individual needs and promote the inclusion of all pupils in the classroom.
* To use ICT effectively to support learning activities and develop pupils competence and independence in its use
* To manage the behaviour of pupils to ensure a constructive environment
* To report back using the Academy’s agreed referral process on the behaviour of pupils during class and issues arising
* To record and report attendance at lessons in accordance with Academy policy
* To act consistently within departmental and Academy wider rewards and sanctions policies
* To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to an appropriate person
* To participate in Academy activities and staff meetings when appropriate
* To undertake associated duties as required including lunch and break duty, before and after school and on trips
* To administer and support detentions
* To take part in the Academy’s Performance Management process
* To take part in continuing professional development
* To actively contribute to the development of good quality provision in your identified faculty/faculties
* To lead small groups and interventions and other Academy support work when not required for cover in your identified faculty/faculties
* To lead on the managing of cover in your identified faculty/faculties under the direction of the Head of Faculty
* To assist with cover in other faculty areas as requested by your line manager or a member of SLT.

**Person Specification**

**Essential:**

* Level 2 Qualification in English and Mathematics
* Experience of supervising staff or young people
* Experience of interacting with and working with children and/or young people
* Able to relate to children and adults
* Good organisational and time management skills
* Good verbal and written communication skills
* Good administrative and record keeping skills
* Able to work flexibly as work load demands

**Desirable:**

* Experience in a similar role