

JOB DESCRIPTION

JOB TITLE: Cover Supervisor

GRADE: UCAT Grade 5 SCP 17 – SCP 21

ORGANISATIONAL RELATIONSHIPS

Responsible to: The Principal and the Trust through a nominated senior member of teaching staff

Responsible for: Supporting students in the classroom

JOB OVERVIEW

To supervise groups of students in the absence of their usual teacher across all curriculum areas.

To manage the behaviour of students, making appropriate use of University Academy procedures and referral systems.

To support the learning of students within your care by providing further explanation of the work set where necessary and giving student feedback during lesson time.

Cover Supervisor - 30 hours per week, term time only term time only.

This post will require the holder to:

- Establish good working relationships with students, acting as a role model and setting high expectations of behaviour, work ethic and dress.
- Take classes for teaching colleagues, where appropriate work has been set.
- Provide classroom support for teaching staff.
- Respond appropriately to individual student needs within the lesson to enhance the quality of the work produced and progress made.
- Promote inclusion and acceptance of all students.

- Encourage students to interact with others and engage in activities in an appropriate manner.
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established academy procedure.
- Provide feedback to students in relation to their completion of the work set during the course of the lesson.
- Provide feedback to the Head of Department/usual subject teacher of the class regarding student progress and issues that may have arisen.
- Attend staff training days when necessary, some of which may be outside normal working hours or in closure periods.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

In the fulfilment of these duties the post holder shall have regard to the:

- Requirements for Health and Safety at Work
- Child Protection and safeguarding
- Statutory regulations where they apply
- National agreed codes of practice
- Academy Health and Safety Policies and security procedures