

Job Title:
Cover Supervisor

Level: Scale 4/5 dependent
on qualifications and
experience
Term Time only, 37 hours
per week

Post Number:

Role reports to (Job Title): Assistant Head

Job Purpose:

- To work as a full time member of staff to provide lesson cover for absent colleagues.
- To provide cover when required for tutors
- To provide cover for Pastoral/Behaviour support officers if required
- When not covering absent colleagues, to support in lessons as a teaching assistant or assist in the reflection room or exam invigilation if required
- To participate in mentoring of students as part of the academy staff team, if required
- To be part of the duty system as required.

Key Accountabilities:

- To liaise with Curriculum Leaders to provide suitable cover for lessons for absent teaching colleagues. In most cases, the normal teacher will set work in the usual way.
- To update the normal class teacher about lessons delivered and pass on any work/resources used.
- To liaise with Curriculum Leaders to develop a bank of learning resources suitable for cover lessons within that subject.
- To work with the Staff Cover Administrator to determine the daily timetable.
- To use the Behaviour Management systems effectively and keep Curriculum Leaders informed of any issues arising from cover lessons.
- To follow the teaching and learning policy within cover lessons.
- To utilise the SIMS registration system for attendance in all lessons and tutor sessions taken.
- To inform Heads of House of any issues arising from tutor group cover.
- To be responsible for their own professional development and attend Staff Training Days, INSET and staff meetings as appropriate.

General:

- **Safeguarding:** It is the responsibility of every member of staff to undertake safeguarding training and

to follow the necessary procedures as outlined in Safeguarding policies and procedures (see section 2 of the Staff Handbook).

Knowledge and Experience:

Desirable:

- A graduate; specialism in English or Maths would be an advantage
- Experience of working with young people preferably in a classroom environment
- Ability to contribute to the wider school curriculum, through extra-curricular activities or to support other areas within the academy

Essential

- Good general level of education to include Maths and English GCSE grade C or above
- Educated to at least A-level standard or equivalent
- Ability to build positive relationships with young people within a school environment
- Ability to command respect of young people and operate a firm but fair approach
- Ability to follow policies and procedures outlined by the academy
- Some experience of teaching/imparting knowledge or skills to others

Decision Making:

- Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions
- Assist in planning, delivery and evaluation of learning activities.
- There may be times when longer term supply cover is needed; in these cases, an ability to plan and mark work under the direction of a specialist is essential. Longer term supply requirements of this nature will be negotiated with the cover supervisor dependent on their strengths and abilities.

Contacts and Relationships:

- Headteacher
- Assistant Headteacher
- Parents
- Staff
- Students

Creativity and Innovation:

- Accurate record keeping
- Ability to 'think on your feet' if necessary to adapt or create learning activities
- The need to be flexible and willing to deliver a variety of subjects and to present tasks positively

Emotional Demands:

- Responsible for individuals/groups or classes of children, some will make emotional demands.

Job Scope: No & type of jobs Managed: 0

Job Scope:

Typical tasks supervised/allocated to others:

Budget:

Assets:

Job Specific Competencies:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the school's procedures, or use personal data held on others for their own purposes.

In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the school's procedures.

In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the school to enable it to comply with its statutory duties for health & safety.

You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within the school's Health & Safety Policy.

Undertaking any other duties that can be accommodated within the grading level of the post.

NOTE:

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the school, always in consultation with the postholder

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: