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| **Job Description** |
| **Post** | Cover supervisor  |
| **Accountable to** | Assistant head Teacher |
| **Line manager of** | n/a |
| **Overall purpose of the job**To cover classes in years 7 to 11 and to deliver cover lessons up to GCSE standard.  |
| **Duties and responsibilities**1. To provide short term absence cover as directed by the Cover Operator. 2. To support the education and welfare of pupils as directed by class teachers.3. To deliver cover lesson to classes in years 7 to 11**Additional duties** To attend team and staff meetings.To be part of a pastoral team including being a form tutor if so required. To uphold the Academy’s disciplinary rules and staff code of conduct.To follow the Academy’s health and safety requirements. To be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures. To contribute to the maintenance of a caring and stimulating environment for young peopleTo always act in accordance with the statutory frameworks that set out how the Academy must operate.To supervise classes during short-term teacher absence as well as breaks and/or lunchtimes if required.To liaise with Heads of Departments to ensure that appropriate work is set for classes.To supervise the work that has been set.To respond to any questions from pupils about process and procedures within their level of competence. To ensure good behaviour in the classroom in accordance with the school ABG’sTo cover registration if required.To cover for pastoral assistants if required.To help promote and reinforce pupils’ self-esteem, encouraging inclusion of pupils with special educational needs.To work alongside other adults, including teachers, trainee teachers, and other support staff.Where available invigilate examinations as directed by the Exams officer in liaison with the Cover Operator.To carry out routine clerical tasks e.g. collecting trip money, distributing letters and producing class lists.To undertake the necessary training/development required in order to keep up to date with developments as identified through performance managementTo perform other such duties of a similar nature as from time to time may be required.Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school’s ongoing needsThis job description is a guide to the level and range of responsibilities the post holder will be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time to meet changing circumstances and demands. |
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**Date of issue: ……………………………………..……**

**Signature of Post holder: ………………..……………**

**Signature of Headteacher: ……………………………**