



### Job Description

<b>Post Title:</b>	<b>Cover Supervisor</b>
<b>Responsible to:</b>	<b>The post holder is directly accountable to the Deputy Headteacher</b>
<b>Grade</b>	<b>Scale 4 (pro-rata)</b>
<b>Principle Responsibilities</b>	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"><li>• Uphold and promote Academy aims and policies;</li><li>• Support the academy by providing cover for lessons as and when required;</li><li>• Provide appropriate support as directed when cover is not required.</li></ul>
<b>Main Duties</b>	<p>The post holder will be required to:</p> <ul style="list-style-type: none"><li>• Uphold the academy ethos, procedures and expectations;</li><li>• Supervise student learning under the direction of the cover manager for short term planned and unplanned absences;</li><li>• Communicate the work from the appropriate teaching staff to students;</li><li>• Follow any instructions from the teaching staff regarding the work that is set;</li><li>• Promote positive student behaviour and conduct;</li><li>• To promote the inclusion and acceptance of all pupils within the classroom;</li><li>• To provide accurate and effective feedback and reports to the teaching staff on pupil achievement and progress;</li><li>• Follow correct behaviour management procedures ensuring positive student behaviour and conduct is promoted;</li><li>• Maintain an appropriate learning environment in the classroom;</li><li>• Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;</li><li>• Demonstrate a thorough understanding of safeguarding policies and procedures, and their application within an educational setting/environment;</li><li>• Invigilation of exams;</li><li>• Accompany staff on school visits;</li><li>• Support the after-school programme;</li><li>• Support students with identified needs;</li><li>• To support lunchtime duties;</li><li>• To undertake the role of a form tutor.</li></ul>
<b>Personal Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"><li>• Support the Academy in ensuring that communication within the Academy is effective;</li><li>• Support staff when required;</li><li>• Participate in performance management, coaching and CPD.</li></ul>
<b>Stakeholder Responsibilities</b>	<ul style="list-style-type: none"><li>• To act as a role model for students by demonstrating own high quality conduct and expectations;</li><li>• To communicate any issues/concerns to the relevant person;</li><li>• Follow up on any communication from parents/carers where appropriate.</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• To regularly review own practice, set personal targets and take responsibility for own personal development.</li></ul>
<b>Strengthening communities</b>	<ul style="list-style-type: none"><li>• Possess a 'can do' approach to departmental/school improvement and excellence;</li><li>• Be an excellent communicator;</li><li>• Work positively and in partnership with parents, governors and the community;</li><li>• Support Biddick Academy's climate for learning.</li></ul>

<b>Generic Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"><li>• Be an excellent role model for students and staff;</li><li>• Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities;</li><li>• Attend Academy events and activities;</li><li>• While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;</li><li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;</li><li>• Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.</li></ul>