**LAKELANDS ACADEMY JOB DESCRIPTION**

**POST TITLE:** COVER SUPERVISOR

**GRADE:** Grade 6 - Scale points 7-11 (£20,092 - £21,748) per annum, pro rata

**HOURS OF WORK:** 37 hours per week, term time only

**POST STATUS:** 12 months

**Disclosure level:** Enhanced

**Responsible to:**  Deputy Headteacher and Cover Coordinator

--------------------------------------------------------------------------------------------------------------------------------------

**MAIN PURPOSE OF THE POST:**

* To cover lessons during the short term absence (and where necessary, longer periods of absence) of the regular teacher who will have set suitable work for the duration.
* When not on cover, assisting our Achievement Team in providing the most effective care, guidance and support to help all students engage and make good progress.

**KEY RELATIONSHIPS:**

The post holder will be responsible to the Deputy Headteacher and Cover Coordinator, and be required to work closely with teaching and non-teaching staff, SENDCO, DSL and have contact with students and parents.

**DUTIES**

1. Provide cover for morning and afternoon registration
2. Deliver lessons where the normal cover has been set, to a high standard, with limited preparation time and on occasion at short notice
3. Provide students with a positive climate for learning, using effective Teaching and Learning strategies and the academy’s behaviour policies consistently and fairly where necessary to effectively manage the behaviour of students
4. Collect work at the end of the lesson and return it to the teacher along with any feedback regarding students who deserve praise or otherwise, Disadvantaged students and identified underachievers
5. Undertake staff development and training, including after-school Staff Development sessions and PD Days
6. Attend Faculty Meetings of main subject specialism, as well as relevant Pastoral Meetings
7. Comply with academy’s policies and procedures
8. To be part of the duty rota team (including Assembly Supervision Rota) and supervise lunchtime / after-school detentions
9. When cover is not needed, the Cover Supervisor will be required to carry out the following agreed tasks:
* Be on duty in the Health and Wellbeing Centre, supporting the Achievement Team
* Support and mentor identified students, helping them develop resilience
* Liaise with parents/carers when appropriate
* Undertake any other duties as designated by the Deputy Headteacher

*The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of* *their employment whilst in this post.”*