



## JOB DESCRIPTION Cover Supervisor

**Permanent – Term Time Only**

**Monday – Friday 8.15 to 3.25 (40 min lunch)**

**Reporting to: Cover Co-ordinator**

### **Main Purpose of the Post**

To provide curriculum cover supervision for classes whose usual teacher is absent. Work will be set by subject leaders and you will need to focus on maintaining good behavior for learning and keeping pupils on task. You will be expected to respond to questions and assist pupils to undertake set activities.

### **Specific Responsibilities of the post Include:**

- Curriculum cover supervision on a day to day basis as requested by the Cover Co-ordinator
- Supervision of subject specific work set by Subject Leaders, ensuring pupils are on task
- Collect completed work after the lesson and return it to the appropriate Subject Leader
- Ensure you manage the classroom to ensure there is a positive classroom atmosphere
- Ensure that you follow the Academy's procedures for managing poor behaviour
- Report back to the appropriate person regarding any issues
- Perform non-teaching duties as directed during non-cover time such as; exam invigilation, administration support, produce resource materials, in-class support
- Undertake any training as required
- You 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

### **Specific Responsibilities as a member of staff:**

- Be punctual for all commitments
- Committed to team work within all aspects of the Academy
- Be proactive in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the Academy and report matters which compromise this to the Buildings Manager
- Support the ethos of the Academy at all times and demonstrate high standards of personal and professional conduct whilst at work and otherwise
- Ensure that all Academy's policies are implemented as appropriate
- Attend all meetings as directed
- Be willing to undertake first aid training if required

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which he/she will be required to work. In the interest of effective working, some tasks may be reviewed from time to time to reflect changing needs of the Academy. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

**Signed** (Post Holder) .....

**Signed** (Line Manager) .....

**Date** .....