

Job Description

Job Title: Cover Supervisor

Accountable to: Assistant Principal – Curriculum & T Levels and Enrichment

Cover Supervisor

Core Purpose:

To provide cover and supervision for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation, or assessment. The Principal's professional judgment will determine the deployment of a cover supervisor.

Key Responsibilities:

Responsibility for Supporting the lesson cover function

- Supervise students in the completion of work that has been set by a teacher.
- Manage the conduct of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- Collect completed work after the lesson, provide written feedback as to the outcomes observed during the lesson and pass to the appropriate teacher.
- Provide a copy of the written feedback to the Assistant Principal – Curriculum and Assessment
- Report, as appropriate, using the SIMS behaviour module, on the negative Attitude to Learning of students during the lesson and on any problems arising.
- In conjunction with the Assistant Principal – Curriculum and Assessment, operate the SIMS cover module on a day to day basis ensuring all lessons are appropriately covered

Cover Supervisor and Language Assistant.

Responsibility for Supporting AUEA

- Promote and safeguard the welfare of children and young people you come into contact with.
- Be a co-tutor, when assigned, and as such, be responsible for carrying out the duties as set down in the generic tutor job description under the direct supervision of the lead tutor.
- Support and promote the Academy ethos and contribute to the overall aims of the Academy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and performance development as required.
- Carry out any other reasonable request of the Principal commensurate with the grading of the post.