

Job Description: Cover Supervisor

Post Title: Cover Supervisor
Reporting to: HR Officer
Hours: 41 hours per week, term time only

Job Purpose

- To coordinate the Academy's daily cover administration.
- To supervise whole classes during the short term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and all pupils are kept on task.
- To respond to general questions and provide general feedback to teachers. The cover Supervisor will not be required to undertake 'specified work' e.g. planning, preparation and assessment of students' work.
- To provide administrative support to HR and/or curriculum areas when not covering lessons.

Key Responsibilities

Cover Administration

- To coordinate the Academy's daily cover administration.
- To support the HR Officer in promoting the Academy's Absence Reporting Procedure.
- To monitor the Academy's absence email and telephone number.

Lesson Supervision

- To give instructions for the lesson as provided by a teacher.
- To maintain good order and keep pupils on task, responding to general queries.
- To supervise pupils engaged in learning activities and establish a constructive, safe and ordered atmosphere in the classroom.
- To ensure pupils enter and leave classrooms in an orderly fashion.
- To act as a role model and set high expectations of conduct and behaviour.
- To promote the inclusion and acceptance of all pupils within the classroom.
- To liaise with heads of subject where additional support is needed.
- To provide objective and accurate feedback to the teacher on conduct within the lesson.
- To keep appropriate records as agreed with the teacher.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with the Academy's Behaviour Policy and encouraging pupils to take responsibility for their own behaviour.
- To support the use of ICT where appropriate.
- To make appropriate use of equipment and resources and ensure that the classroom is left tidy.

Administration

- To provide administrative support as directed by the HR Officer and/or Principal when not covering lessons.

Other

- Undertake any other professional duties as reasonably directed by the HR Officer and/or Principal.

- Undertake training and development relevant to the post.
- To help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
- To demonstrate a commitment to equality of opportunity for all members of the Academy's community.
- To meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.

To uphold the Academy's policies with consistency and diligence, including the Academy's Safeguarding, Health and Safety, and Equality and Diversity Policies.