

## COVER SUPERVISOR JOB DESCRIPTION

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| <b>Scale:</b>          | Scale 4 (Points 18-21)                 |
| <b>Hours/Weeks</b>     | 32.5 hours per week, 39 weeks per year |
| <b>Responsible to:</b> | Cover Manager                          |

### ROLE

- To supervise classes across the curriculum (KS3 & KS4) in following a programme of study during the short-term absence of their class teacher.
- To actively engage with the class and follow all classroom procedures as per the classroom teachers instructions.
- Contribute to raising standards by providing support to departments and the whole academy
- To assist with student intervention as directed.

### RESPONSIBILITIES

#### Cover Supervision

- Under the direction of the Cover Manager, supervise students in class during the absence of their class teacher.
- Attend staff briefings and meetings as and when required.
- Take class registers, as and when appropriate.
- Liaise with Curriculum Area Leader of Department, where possible, to ensure that instructions are clarified.
- Liaise with Teaching Assistants regarding individual students being supported in class.
- Administer clear instructions to the class, based on the detailed work set, and actively supervise students as they carry out the instructions.
- Inform the class teacher of any non-participation by individual students.
- Contribute to the planning and evaluation of work set for covering lessons.
- Provide feedback on learning activities and contribute to school review and development planning.
- Contribute to behaviour management within the academy, in accordance with the Academy's Behaviour Policy.

#### Support for the School

- Attend and actively participate in Staff training days.
  - Attend and actively participate in appropriate Staff Meetings.
  - Contribute to the maintenance of a safe and healthy environment.
  - Contribute and participate in academy events and activities.
  - Develop and maintain effective working relationships with other staff and parents/carers.
  - During periods when cover is not needed, work under the direction of the Cover Manager eg: Exam invigilation, support for Student Support Assistant etc.
  - Any other tasks, duties or services that may be reasonably requested
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#### Health and Safety/Safeguarding

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- The post holder shall uphold the School's policy in respect of child protection and safeguarding matters.

#### Continuing Professional Development

- Participate in an induction programme that may include lesson observations of experienced teachers and application and use of school policies and procedures.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available – e.g. those concerned with behaviour and pupil management.
- Undergo appropriate specialist subject to enable you to fully support across the curriculum.
- Help, guide and work with students in the form of student intervention

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal, Direct Line Manager or the incumbent of the post.

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure and Barring Service.

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