

Job Description

Whitley Academy



Job Title: Cover Supervisor

Grade: TTO plus training days Grade 5 (pro rata)

Line Manager: Assistant Vice Principal

Location: Whitley Academy

Job Purpose:

To work with curriculum teams as directed and supervise students in absence of teachers

Duties and Responsibilities:

- To deliver work/activities as directed *as opposed to* simply supervising a class.
- To maintain good order and discipline amongst the pupils in line with the school Behaviour for Learning Policy to ensure a positive and productive learning environment.
- To plan and deliver appropriate learning activities when covering long-term absence using direction from Curriculum Leaders and following schemes of work where necessary.
- To mark student work in line with the school policy, *when covering long term absences*.
- To encourage the young people to interact and work co-operatively with each other and engage all pupils in learning activities.
- To direct TAs within the classroom to support student learning.
- To respond to any questions from students about processes and procedures.
- To deal with any immediate problems or emergencies in accordance with school policy.
- To establish communication links with the appropriate teacher to ensure continuity is maintained for the pupils post lesson.
- To collect completed work at the end of lessons and return it to the appropriate teachers.
- To report to the Curriculum Leader or the appropriate person regarding any issues that may arise during a lesson.
- To supervise students sitting examinations as directed.
- To carry out his/her duties in accordance with the equal opportunity and anti-discriminatory practices of the school.
- To take part in all appropriate CPD/training activities.
- Any other duties and responsibilities within the range of the salary grade as directed by the Principal.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Whitley Academy's Equal Opportunities Policy and will be committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).

All duties and responsibilities must be carried out with due regard to the Academy's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Academy's Equal Opportunities Policy.

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

Date Reviewed: February 2019