



The Learning Alliance
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 Cheshire, CW12 4NS
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Cover Supervisor

BASIC JOB PURPOSE

Supervise whole classes of students and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

No.	MAIN RESPONSIBILITIES
1	Supervise students who are undertaking work that has been set in accordance with the school
2	Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment.
3	Respond to any questions from students about process and procedures so they can continue with their set work.
4	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
5	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
6	Report back, using the school's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
No.	GENERAL DUTIES
1.	Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
2.	Co-operate with the The Learning Alliance on all issues to do with health, safety and welfare.
3.	Support The Learning Alliance implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc.
Notwithstanding the detail in this job description, in accordance with the Multi-Academy Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Executive Principal/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Our school community places the highest priority on keeping our children safe. Applicants for all posts will be subject to stringent vetting and induction processes.

The holder of this post will be required to work with children under the age of 18 in a position of trust, and is therefore, exempt from the Rehabilitation of Offenders Act 1974. The successful candidate will be subject to an enhanced DBS Check with Barred List Information.

SIGNED: _____

DATED: _____