

Job Description

Job Title: Cover Supervisor

Reporting to: Exams Officer/Cover Manager

Grade: 3

Overall purpose of the post:

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.
Ensuring cover arrangements are in place for all lessons.

Main duties and responsibilities:

- To liaise with the Exams Officer/Cover Manager and other staff to establish staff absence on a daily basis.
- To organise the timetabling of Cover Supervisors and booking external supply teachers to ensure that all lessons are covered.
- To circulate the staff absence list to SLT and Heads of Department/Faculty on a daily basis.
- To ensure that all absence and cover arrangements are accurately recorded.
- Delivering to the students pre prepared work left by the class teacher.
- Provide cover for absent staff, the Consequences Room and detentions.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive working environment in line with the Consequences Policy.
- Responding to students about the work that has been set.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Recording and reporting attendance at lessons in accordance with the Academy Policy.
- Assisting in exam invigilation under the supervision of the examinations officer.
- Reporting back as appropriate using the referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the Academy policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work

- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.