

Job Description

Post Title: Cover Supervisor

Establishment: Outwood Academy Bishopsgarth

Reporting to: Business Manager

Contract: 32.5 hours per week, term-time only plus 5 days

Salary Point: NJC 6

Whole-Time Equivalent Salary: £19,171 per annum.

Actual Salary: £14,484 per annum

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

Main duties and responsibilities:

1. Supervising the students on work left by the class teacher
2. Assisting in preparing the learning environment and the materials used therein
3. Assisting with the management of student behaviour to ensure a constructive working environment in line with the Consequences Policy
4. Responding to students about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place
6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of students in accordance with the School's Policy
8. Recording and reporting attendance at lessons in accordance with the School's Policy
9. Assisting in exam invigilation under the supervision of the examinations officer
10. Reporting back as appropriate using the referral procedures on the behaviour of pupils during the class and any other issue arising
11. Dealing with any immediate problems or emergencies according to the School's policies and procedures
12. Respecting confidential issues linked to home/students/teacher/school work
13. To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
14. To comply with the academy's policies and procedures at all times
15. To act as Fire Warden and/or First Aider as directed by the Principal
16. 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 and external agency professionals.

Internal: Students, staff, Governors, parents and any other visitors to the Academy.

Safeguarding:

- The Academy is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification
- All post in a school are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checking process

This job description may be subject to change, following consultation between the post holder and the Academy.