

Job Title: Cover Supervisor

Reporting to: Assistant Vice Principal, Deep Experience

Grade: Grade 4 (18 to 21)

Accountable for:

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.

To work 37 hours per week term time only

To attend 5 inset days

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. Responsible for the organisation of teaching cover on a daily basis.
5. Responding to students about the work that has been set.
6. Collecting any work completed after the lesson and returning it to an agreed person/place.
7. Leaving the room in good order at the end of the lesson.
8. Supervising entry and departure of students in accordance with the school's policy.
9. Recording and reporting attendance at lessons in accordance with the school's policy.
10. Assisting in exam invigilation under the supervision of the examinations officer.
11. Reporting back as appropriate using the referral procedures on the behaviour of pupils during the class and any other issue arising.
12. Dealing with any immediate problems or emergencies according to the school's policies and procedures.
13. Respecting confidential issues linked to home/students/teacher/school work.
14. To comply with the school's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns.

Training and Supervision

15. Attend training as required.

Other Standard Clauses

16. Any other duties and responsibilities within the range of the salary grade.

17. All duties and responsibilities must be carried out with due regard to the Council's existing policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection etc.

CORPORATE RESPONSIBILITIES:

All staff share corporate responsibilities, which will include, amongst other things:

18. Demonstrating a commitment to the values and principles which underpin the school and to continuous improvement in all aspects of its work;
19. Contributing to a shared vision, and an imaginative and pro-active response to the needs of staff and learners in the school by being a good role model; having high professional standards;
20. Enjoying working *with* other people, seeking to develop as part of a team as well as individually, and wanting to work in ways that encourage the sharing of ideas and information, and the widening of expertise;
21. Demonstrating a commitment to quality in every aspect of school life; being prepared to "walk the extra mile" without having to be asked to do so.

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.

The above duties are not exhaustive and post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.