

**Job Title:** Cover Supervisor

**Reporting to:** Principal's PA & Office Manager    **Grade:** 6

**Accountable for:** Supporting the progress of students

### **Overall purpose of the post:**

To supervise students for absent teaching staff. You will work under the direction of the Head of Department delivering work and tasks pre-prepared by the absent teacher or the Head of Department. You will be responsible for supervising students within the classroom whilst following Academy policies on behaviour for learning and using the Consequences procedures

### **Main duties and responsibilities:**

- Accountable to the Academy Principal.
- Responsible for cover phone & organising cover rota to provide cover for absent staff.
- Contact Teaching Agencies to arrange supply staff, requesting DBS to HR & inform Reception of supply staff & cover work.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Follow Academy policies for behaviour within the classroom.
- Liaise with Heads of Department and teaching staff regarding work set for classes.
- Deliver pre-prepared work in a clear and precise manner.
- Collect any completed work after the lesson and return it to the appropriate teacher/Head of Department.
- Report any issues arising from lessons directly to the Head of Department.
- Provide cover for Consequences room.
- Manage students within whole school detentions when required, following academy policy.
- Manage students within departmental detentions following academy policy when required.
- Attend training sessions as required, reflect on and develop your own practice.
- Mentor individual students when no cover is required.
- Develop good working relationships with both staff and students.
- Assist with daily external cover deployment.
- Supervise during break and lunch times.
- Post duties, including distribution of internal post & to take external post to Post Office daily.
- Assisting in exam invigilation and access arrangements under the supervision of the examinations officer.
- Escort and supervise pupils on educational visits and out-of-school activities.
- Respecting confidential issues linked to students and work to keep confidences as appropriate.
- Use ICT to support pupils learning.
- Comply with the Academy's Child Safeguarding Procedures.
- Comply with the Academy's Health and Safety Policy.

- Collect a bank of appropriate emergency work together for each subject and update regularly.
- Responsible for SEN and general administration, reprographic and typing support to the Academy as directed by your line manager.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Special Features**

- Working as a cover supervisor can be demanding but extremely rewarding. It comes with a high level of responsibility but there is always a teacher close at hand if needed.
- The working day will be Mon - Fri 7:30am to 3pm, 35hours per week Term Time Only + 5 training days.

### **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.