



Job Description

Job Title: Cover Supervisor

Reporting to: Vice Principal

Grade: 4

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:

- Supervising the students on work left by the class teacher;
- 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;
- Supervising entry and departure of students in accordance with the academy's policy;
- Recording and reporting attendance at lessons in accordance with the academy's 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 issues arising.

Additional Responsibilities

- Deal with any immediate problems or emergencies according to the academy's policies and procedures;
- Respect 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 and external agency professionals.

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

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