

## Job Description

**Job Title:** Cover Supervisor

**Reporting to:** Data Analysis Manager

**Grade:** 6

### 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 teaching staff.

To manage daily cover throughout the academy.

### 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 students during the class and any other issue arising
- Dealing with any immediate problems or emergencies according to academy policies and procedures
- Respecting confidential issues linked to home/students/teacher/school work
- Management of daily cover requirements across the academy
- To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
- To comply with the School policies and procedures at all times
- Any other duties, relevant to this post, which may be required

### Additional Responsibilities

- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were 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 and any other visitors to the academy.