



Job Description

Job Title: Cover Supervisor

Reporting to: Vice Principal

Grade: 4

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:

Responsibilities and accountabilities

- Provide cover for absent staff
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- 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
- Follow Academy policies for behaviour within the classroom.
- 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 cover deployment when required
- Supervising students in restaurants when required
- Assisting in exam invigilation 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 and appropriate.

- Use ICT to support pupils learning
- Comply with the Academy's Child Safeguarding Procedures
- Comply with the Academy's Health and safety Policy

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- 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.

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, Wed, Thurs, Fri 8am to 2.30pm (plus 1 extra hour on one of these days) Tues 8am to 4.30pm

33 hours 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.