

Job Description

Post Title:	Cover Supervisor
Establishment:	Outwood Academy Ormesby
Grade:	Grade E 32.5 hours TTO plus 1 week
Reporting to:	PA/Office Manager

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

Responsibilities and accountabilities

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. Responding to students about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place
6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of students in accordance with the School's Policy
8. Recording and reporting attendance at lessons in accordance with the School's Policy
9. Assisting in exam invigilation under the supervision of the examinations officer.
10. Reporting back as appropriate using the referral procedures on the behaviour of pupils during the class and any other issue arising.
11. Dealing with any immediate problems or emergencies according to the School's policies and procedures.

12. Respecting confidential issues linked to home/students/teacher/school work
13. To comply with the School's Child Safeguarding Procedures, including regular liaison with the Designated Child Safeguarding Person over any safeguarding issues or concerns
14. To comply with the School policies and procedures at all times.
15. To undertake First Aid duties on direction from the Principal.
16. Fire Marshall duties in the case of Fire and/or Emergency Evacuation on direction from the Principal.
17. 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.