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| **POST TITLE: COVER SUPERVISOR** |
| **OVERALL PURPOSE OF THE POST** |
| To contribute to the supervision of classes across KS3 and KS4 during the short-term absence of the class teacher, where the primary focus will be to maintain good order and to keep students on task. In addition, this role also provides general school support, for example; the preparation of resources and displays, administration duties, and any other reasonable duty commensurate within the range and grade of the post. |
| **MAIN DUTIES AND RESPONSIBILITIES** |
| **Curriculum / Support for students**   * Supervise classes and deliver pre-prepared lessons set by the regular teacher in the case of short- term absence * Provide brief feedback to the usual class teacher * Set and maintain appropriate expectations of achievement and behaviour * Implement academy policies and procedures with regard to behaviour, uniform and health and safety in the classroom * Encourage students to learn * Use rewards and referral systems appropriately * Monitor attendance and punctuality within lessons * Work with small groups of students on a particular task (if required) * Develop resources * Attend and participate in meetings (if required)   **Support for the Academy**   * Take student registration to cover for absent form tutors * Monitor students during breaks and at the end of the school day * When not involved in class cover, the post holder is required to work in a flexible manner to support the efficient and smooth operation of the academy. This may include answering telephones, carrying out basic administration tasks, supporting the set up for events, displays etc. * Maintain standards in the support of students, staff and visitors * To maintain and create the academy visual displays, within classrooms and corridors   **General duties and responsibilities**   * To appropriately maintain the confidentiality of the working environment * Promote the aims of the academy * Support and maintain a positive working environment between colleagues across the academy * To undertake training as required * To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures * To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974 * To understand and comply with procedures for the emergency evacuation of the academy * The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not, but as required by the Academy to enable students to achieve and reach their full potential. This is an outline job profile only to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility |
| **OTHER** |
| All ACET staff are expected to:   * Appropriately maintain the confidentiality of the working environment; * Promote and support the aims, ethos and vision of the academy/trust; * To comply with all ACET policies and procedures; * To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974; * Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post. * Work in other ACET academies, as required (with travel payment if appropriate)   *The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.* |