

JOB DESCRIPTION
Cover Supervisor – Full-time, 40 hours per week
39 weeks per year
Salary range: £25,977 - £29,373 FTE
Actual salary: £22,218 - £25,122 per annum

Overall purpose:

We are looking to appoint a committed and enthusiastic individual to join our expanding and supportive team at Wixams Academy.

Responsibility:

The key function of the role is to cover lessons for teaching staff in their absence. However, we do not expect the Cover Supervisor to cover long periods of absence. When not covering lessons the Cover Supervisor will be expected to engage in activities as detailed below.

• **Main Duties:-**

To take responsibility for groups or classes of students in the short-term absence of their usual teacher. In this context, the Cover Supervisor will be responsible for:

- supervising work that has been set in accordance with school policy;
- liaising with teaching staff with regard to work set for a class;
- managing the behaviour of students to ensure a constructive environment whilst undertaking work;
- responding to any questions from students about process and procedure;
- dealing with any immediate problems or emergencies in accordance with the school's policies and procedures;
- collecting any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader;
- reporting back, as appropriate, on the behaviour of students during the class, and any other issues arising;
- to log behaviour and concerns on the correct system/s
- student registration of a class.

- To support the work of one or more curriculum areas.
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.
- To undertake a 'duty' as part of the school's duty system (including break and lunch).
- Support the work of classroom teachers when not deployed directly covering a class.
- Support and contribute to the creation and maintenance of classroom displays.
- Invigilate internal and/or external examinations.
- To support general school administration when demand for cover is low.
- To undertake some admin tasks in the absence of the Cover Manager.

2. Safeguarding

- Ensure that in its strong support of the pastoral and welfare needs of every student, the Academy remains fully committed to safeguarding and works effectively with relevant agencies to this end.

3. Training and Development

- Contribute to the dissemination of good practice across the Academy
- Strive to continually improve own professional development and skill set
- Participate in staff training and development
- Attend team and staff meetings.

4. Any Other Duties

- The post holder will be expected to undertake other tasks/duties as directed by the Headteacher and Cover Manager that are commensurate with the responsibilities of a Cover Supervisor.

This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification. All applicants will be subject to safer recruitment checks including an enhanced DBS check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder must actively contribute to a safe and positive learning environment by promptly reporting any concerns regarding student welfare, adhering to the school's safeguarding policies, and participating in regular safeguarding training, ensuring the protection of children from potential harm; this includes being vigilant in identifying signs of abuse, neglect, or other safeguarding issues and reporting them appropriately to the designated safeguarding lead.