

## JOB DESCRIPTION

### Job Title: Cover Supervisor

**Contract term:** permanent

**Hours of work:** full time, 36.5 hours per week plus banked hours, to be worked during term-time

Typically: M-Th 8-5, F: 8-4.30 (with some flexibility)

**Grade:** Grades 3-4 + TA SEN1: £1,670pa

#### Purpose of Job:

- To supervise whole classes in the absence of the class teacher, ensuring that young people engage in the learning activity and they behave well.
- Cover Supervisors will give instructions for a lesson as provided by a teacher. The postholder will be required to respond to young people's general questions and provide feedback to the teacher on broad issues such as behaviour but will not be accountable for the overall progress of classes over time.
- Cover Supervisors will be subject to general supervision and will act under the professional guidance of teachers.

#### Duties and Responsibilities:

- To actively provide cover for absent teachers.
- To supervise young people engaged in learning activities to ensure the learning objectives set by the teachers are achieved.
- To ensure inclusion and acceptance of all young people within the classroom in order to promote equal opportunities.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To keep appropriate records, as agreed, to enable objective and accurate feedback to the teacher and young people on the conduct of the lessons.
- To support the use of ICT and other equipment and materials to enable young people to achieve the learning objectives set by the teacher.
- To register each class according to Academy procedures.
- To be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for young people.
- To implement Academy policies and procedures.

#### Other responsibilities:

- Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- Undertake and participate in relevant CPD and appraisal arrangements.
- Follow all organisational systems and procedures.
- Abide by and adhere to all Academy policies and practice including health and safety.
- Support and promote diversity and equality of opportunity for all.
- Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
- Promote and support inclusive practice.
- To observe the Academy's Equality Policy will be required.



- Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
- To be flexible to work across all JBA settings as the needs of the Academy dictate.
- To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions, and reprimands whilst in employment as soon as it is practically possible.  
New post holders are also consenting to annually renew their Update Service subscription.

**Specific Conditions:**

- No leave to be taken during term time
- May be required to work at other sites within James Brindley Academy

**Team/s: Centre support staff**

**Responsible to: Centre Leader**

**Responsible for: n/a**

Job description issued after consultation

Signature of the Principal.....

Date .....

Copy received by

Signature of the Post holder.....

Date .....

