



Job Title: **Cover Supervisor**

Location: The Oakwood Academy

Hours of Work: Term time only

Responsible to: Operations/Office Manager

Post Objective: To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. When not being used for cover, provide classroom & administrative support to the academy.

Main Duties and Responsibilities:

Class Supervision

- Supervising the students on work left in accordance with the academy policy.
- Cover tutor sessions delivering the tutor/PD programme.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set, providing students with generic support (eg literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.
- Recording and reporting attendance at lessons in accordance with academy policy.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
- Supporting learning across the Academy as directed where not required for an immediate cover lesson.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings, events and INSET activities and performance development as required.
- Undertake any other duties which might be reasonably being regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Academy.
- Demonstrate behaviour that is professional, ethical and responsible.
- Appreciate and support the role of other professionals.
- Communicate effectively with colleagues, students, parents.
- Supporting or leading co-curricular activities.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this role