

Job Description – Cover Supervisor

Post Title:	Cover Supervisor
Accountable to (Line Manager):	PA to SLT and Cover Manager
Responsible to (day to day):	PA to SLT and Cover Manager
Salary Grade:	Grade D (£20,493 – £23,080 pro rata)
Hours of Work:	37 hours per week, 39 weeks per year
Start Date:	ASAP

1. Key Purpose of Job

- To supervise classes of students in the Academy and conduct pre-planned lessons for absent teachers.
- To provide guidance and advice for students and to ensure there is good classroom management.
- Candidates, when not covering lessons, will also be able to support with general administrative duties.

2. List Key Duties

- to take the classes for absent teachers, including the accurate registration of students as directed by the Head of Department on a daily basis
- to respond and help the students with questions about the work set
- to take full responsibility for the behaviour of the students - following Academy protocols - while they are undertaking the work, to ensure a positive learning environment
- to advise teaching staff and Heads of Department accordingly of the appropriateness of the work set
- to promote appropriate professional development through your own personal learning and support for colleagues
- establish and maintain effective relationships and communication with parents and students
- help to promote the Academy's policies
- help to develop a learning culture with high expectations in a safe and secure learning environment

3. Other Duties

- In undertaking the above duties, the Health and Safety Policy detailed in the Health and Safety Manual must be followed.
- All support staff may be required to assist with exam invigilation.
- To be first aid trained and provide first aid support to students as necessary.

4. All Academy Staff Are Expected To:

- Ensure that the aims, priorities and policies of the Academy are adhered to, including the staff Safeguarding Code of Conduct.
- Engage positively in organised professional development activities and the staff appraisal process.
- Maintain respectful and effective communication with students, staff and visitors.
- Act as a positive representative and advocate of the Academy and its pupils in all circumstances and at all times.
- Carry out any other duties as reasonably requested by the Headteacher.

Person Specification

Criteria	Essential	Desirable	Evidence
Education / training	Numeracy / literacy skills (at least equivalent to Level 2 of the National Qualifications Framework) Training in the relevant strategies e.g. safeguarding Evidence of recent professional development		Certificates
Experience	Proven experience of working with children of relevant age in a learning environment Sound and current knowledge and understanding of the changing curriculum at Key Stages 2, 3 and 4 Ability to promote parental engagement and develop positive relationships with even the most challenging parents/carers		Application / interview / references

	A good knowledge of effective social inclusion strategies and evidence of successfully promoting social inclusion		
Knowledge	Working knowledge of pastoral matters that affect children Sound knowledge and understanding of working with students with additional needs		Application / interview / references
Skills / Abilities	Self-aware with a good understanding of own personal strengths and weaknesses Ability to build and maintain quality relationships through effective communication, professional integrity and creative, innovative and dynamic leadership Ability to effectively use ICT to support learning Ability to use other technology to support learning Good organisation skills Ability to fulfil all spoken aspects of the role with confidence and fluency in English Able to demonstrate and promote good practice in line with the ethos of the Academy To work constructively as part of a team and independently		Application / interview / references

Roles and job descriptions are subject to an annual review.