

ARNOLD ACADEMY JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
PAY SCALE:	Grade 3C (Starting Point 6 – range 6-9)
HOURS:	32.5
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	To provide classroom cover in the absence of a teacher and engage in additional class based and small group support as required

Main duties and responsibilities:

1. To supervise pupils in the absence of a teacher, creating and maintaining a purposeful and orderly learning environment for pupils.
2. To ensure that the work set by the teacher is carried out in accordance with the school's policies and procedures.
3. To work in line with the school's policy on behaviour management and maintain high standards of behaviour at all times.
4. To ensure that completed work is collected at the end of the lesson and returned to the teacher, marked where possible.
5. To provide a report to the teacher advising them on the progress of the lesson in respect of the plan and any other matters arising.
6. To assist in the general support of the school, including providing cover for other support staff where necessary and as directed by the headteacher.
7. To provide class-based support for teachers working as directed by the class teacher
8. To support the deputy headteacher in all cover related administrative tasks.
9. To attend staff meetings, participate in performance management arrangements and undertake training and development as required.
10. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
11. To undertake tasks of a similar nature and level, as directed by the headteacher.

July 2022