

Cover Supervisor

Salary / grade range	New SCP 11-17
Location	Bradford. West Yorkshire
Reports to	Senior Cover Supervisor

Purpose of role:

Supervision of classes during the short-term absence of teaching staff, maintaining good order and keeping the students on task, using set activities.

Providing support to the Academy in other ways as required including liaison with other school teams.

Key accountabilities (and specific duties / responsibilities):

- Supervision of classes during short-term absence of teachers.
- Support the work of the pastoral or administration teams when not required for lesson duties.
- Maintain good order and keep students on task using pre-prepared work.
- Respond to students' questions and generally assist them to undertake set activities.
- Deal with any immediate problems or emergencies using the Trust and school policies and procedures.
- Transfer the work and resources back to the Area or teacher and feedback on any issues.
- Report back as appropriate using the agreed referral procedure on the behaviour of students in the class.
- Take the register at the beginning of each session and take any necessary steps to alert other staff, parents / carers to absences.
- Use ICT as appropriate to support students.
- Take the register at the beginning of each session.
- Contribute to Co-op overall vision, values and guiding principles of the Co-op.
- Attend and participate in training events and participate in project teams.
- Attend, lead and participate in regular meetings.
- Comply with policies and procedures relating to safeguarding, child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable requests as and when required.
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.