Job Description

Post: Cover Supervisor

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

* Live the mission, values and drivers every day.
* Cover lessons in the absence of the timetabled teacher.
* In accordance with set cover work, deliver lessons which are appropriate to the age and ability of the students so as to facilitate progression in students’ learning.
* Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
* Ensure that the resources required to effectively deliver the covered lessons are available.
* Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
* Provide feedback that moves learning forward.
* Ensure that homework is set, where appropriate, and monitored.
* Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
* Collect completed work at the end of the lesson and return it to the appropriate teacher / subject leader.
* Provide objective and accurate feedback to the appropriate colleague on student conduct and work completion within the lesson.
* Support individual students or small groups, including those with individual needs, as identified by the subject leader.
* Supervise students on visits, trips and out of school activities.
* Maintain records as requested by the subject leader.
* Support students throughout the day by fulfilling pastoral responsibilities.
* Engage fully in our trust’s professional growth process to fulfil personal potential and be able to participate effectively in the implementation of our academy's strategic big moves.
* Attend meetings / training and carry out administrative tasks and duties as specified on our academy calendar.
* Consistently implement all trust policies and contribute to decision-making and consultation procedures.
* Report any safeguarding concerns immediately to a designated safeguarding lead.
* Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.