

THE HIGH WEALD ACADEMY

JOB TITLE:	Cover Supervisor
RESPONSIBLE TO:	Assistant Principal
GRADE:	Kent Range 5
HOURS:	37 hours per week, TTO plus inset

JOB PURPOSE:

- To supervise whole classes during short-term absence of teachers.
- Cover Supervisors will give instructions for a lesson as provided for by a teacher.
- The Cover Supervisor will ensure the good behaviour of the pupils and make sure the pupils engage in the learning activity.
- The post holder is required to respond to pupils' broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development.
- Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

PRINCIPAL ACCOUNTABILITIES

Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, carried out in liaison with the relevant Senior Leader. Also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.

- Respond to questions from pupils about process and procedures.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Consistently Support pupils whilst recognising and responding to their individual needs.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- Collection of completed work and returning it to appropriate teachers.

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for pupils.
- To participate in training and other learning activities and development as required by the school policies and practices.
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with line manager or Principal
- Support the ethos and aims of The High Weald Academy.
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation

The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.

Agreed ByDate.....

Job Holder

Approved By Date.....

Manager

