



JOB DESCRIPTION

Post Title:	Cover Supervisor
Purpose:	To supervise a prepared lesson in the absence of a class teacher, ensuring that the students' learning
Reporting to:	VP responsible for cover.
Responsible for:	Ensuring that students' learning and development continues in the absence of the class teacher.
Liaising with:	All teaching staff and support staff in the department and across the Academy, person responsible for cover, person responsible for general administration and support duties.
Salary grade	Grade 3
Disclosure level	Enhanced
Main Duties	<ul style="list-style-type: none"> • In the absence of a teacher provide supervision of, and be solely responsible for, a class of students during lesson time. • Manage the behaviour of students to promote and maintain a calm working environment and learning atmosphere, including implementation of the Academy's behaviour policy. • Report back as appropriate on the behaviour of students during lessons, and any issues arising, using the Academy's agreed referral procedures. • Establish productive working relationships with students, acting as a role model and setting high expectations. • Ensure the health, safety and welfare of students is maintained at all times. • Establish constructive relationships and communicate with other relevant professionals to support students' learning and progress. • Communicate the work set by the class teacher to students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to task completion. • Promote independence and employ strategies to recognise and reward achievement. • Provide feedback to students in relation to progress and achievement. • Motivate students to complete tasks set and ensure all students are engaged on the set task. • Respond to any questions from students about processes and procedures. • Deal with any immediate problems or emergencies in accordance with the Academy's policies and procedures. • Collect all completed work after the lesson and return it to the class teacher/head of department as appropriate. • Leave the room in good order at the end of the lesson. • Recording and reporting attendance at lessons in accordance with school policy'

Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Academy, to support its vision and ethos and to encourage and ensure staff and students follow this example. • Invigilate examinations. • Accompany teaching staff and students on educational visits. • Undertake any administrative duties as requested. • Participate in Academy-based meetings and training activities. • Be willing to support after school events, such as parents evenings, on occasion as required. • Contribute to the overall aims and work of the Academy.
Other Specific Duties:	
<ul style="list-style-type: none"> • To continue personal development as agreed. • To actively engage in the performance management process. • To undertake any other duty as specified by STPCB not mentioned in the above. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 	
Additional Notes:	
<p>This job description is current at the date shown, but, in consultation with you, may be changes by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	