**Job Description – Cover Supervisor**

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| Job title | **Cover Supervisor** |
| Grade | **Support Staff Scale Band C, pt 4 – 14.**  **31.25 hours a week, term time only (39 weeks per year)** |
| Responsible to | **Designated Safeguarding Lead** |
| Responsible for | **Cover of colleague absence within the lesson across the whole academy curriculum** |
| Effective from | **As soon as possible** |

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| **SUMMIT LEARNING TRUST**  **Mission Statement**  Success through endeavour  Ambition through challenge  Strength through diversity |

**Role Purpose:**

* To create an orderly and purposeful environment in which learners can complete the work set.
* To use specialist skills, training and experience to support learners.
* To establish productive working relationships with learners, acting as a role model

## Key Functions

* Cover colleague absence within the lesson across the whole academy curriculum

**Main Duties and Responsibilities**

* To promote the inclusion and acceptance of all learners within the classroom.
* To be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop.
* To promote positive values, attitudes and good learner behaviour, dealing promptly with incidents in line with established policy and encourage learners to take responsibility for their own behaviour; employ strategies to recognise and reward achievement of self-reliance.
* To support learners consistently whilst recognising and responding to their individual needs.
* To encourage learners to interact and work co-operatively with others and engage all learners in activities.
* To support the use of ICT in learning activities and develop learners competence and independence in its use.
* To be responsible for keeping and updating records following academy procedure, contributing to reviews of systems and records as requested.
* To provide general clerical and admin. support e.g. administer coursework, produce worksheets for agreed activities etc.
* To be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* To provide appropriate guidance and supervision and assist in the training and development of colleague as appropriate.
* To supervise learners on visits, trips and work related learning and other out of academy activities as required.
* Tutor group registration and other tutor duties.

**Accountabilities**

* To cover the lessons where work has been set effectively and efficiently to the best of your ability

**General Duties**

* Oversee, proactive learner lessons
* Have an awareness of whole academy issues that affect cover
* Liaise with the Designated Safeguarding Lead to ensure the smooth running of the academy

**Safeguarding**

* Lyndon School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults that she/he is responsible or come into contact with.
* Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the academy.

**Notes**

* This job description is not necessarily a comprehensive definition of the post.
* It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

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| Job description issued by the Principal: |  |
| Copy received by: |  |
| Date: |  |

*We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.*

*The Summit Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be subject to an enhanced DBS check, including a Children’s barred list check. Online searches of shortlisted candidates will also be conducted.*