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**JOB DESCRIPTION**

**Job Title: Cover Supervisor**

**Salary:**  **Grade 5, with a pro-rata salary to work term time only plus 10 days**

**JOB PURPOSE**

The Cover Supervisor will supervise whole classes and oversee and supervise group work activities with individuals/groups of students in or out of the classroom.

**KEY RESULT AREAS**

* Supervise whole classes implementing cover work left by the class teacher.
* Undertake activities, as directed by the teacher, with whole classes, individuals or groups of students.
* Provide administration support where required including general administration duties, data input, administering coursework, preparing work for students, completing behaviour management records etc.
* Supervise groups of students alone and participate in general activities including providing sensitive support and assistance to students, as required.
* Liaise with parents/carers as required.
* Assist in the preparation of the learning environment and the materials used.
* Recording and reporting attendance at lessons in accordance with academy policy.
* Support students with their learning including working with individuals, small groups and/or classes modifying and adapting activities to advance students’ learning as necessary within agreed systems of supervision.
* Work collaboratively with staff and other relevant professionals and provide information about students as appropriate.
* Provide support to students as required both in lessons and on a one-to-one or small groups basis.
* Manage student behaviour and deal promptly with any conflict, behavioural matters and incidents within the school environment in line with the academy policies and procedures.
* Assist with the supervision of students outside of lesson times including undertaking a lunch duty.
* Promote the development, and support the running, of lunchtime, and after school homework, enrichment and booster sessions, activity clubs or breakfast clubs.
* Accompany and supervise students on educational visits and out of school activities as required.
* Participate in the emergency first aid rota in school (appropriate training will be arranged).
* Undertake any other duties commensurate with the grade and nature of the role.

**VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of TCAT and Monkwearmouth Academy, it must be accepted that, as TCAT and Monkwearmouth Academy’s work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

**EQUALITY AND DIVERSITY**

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT’s initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

**HEALTH AND SAFETY**

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

**STAFF DEVELOPMENT**

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

**COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS**

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.