# Job description: Cover Supervisor

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| **Location** | Oxford Spires Academy |
| **Contract term** | Permanent |
| **Full time/term time** | Full time, term time only |
| **Pay range** | Grade 8 SCP18-23 |
| **Reporting to** | Senior Vice Principal |

## Job purpose

To supervise classes during the short-term absence of the assigned teacher.

## Main duties and responsibilities

* Supervise work that has been set by a teacher
* Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
* Respond to any questions from pupils about process and procedures
* Deal with any immediate problems or emergencies according to the school’s policies and procedures
* Collect completed work after the lesson and pass to the appropriate teacher
* Report, as appropriate using the school’s agreed referral procedures, on the behaviour of pupils during the class and on any problems arising
* Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection; and report all concerns to an appropriate person
* The jobholder is required to contribute to and support the overall aims and ethos of the school

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school’s policies and practices.

*These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.*

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