

Job Description

Role: Cover Supervisor – Term Time Only

Reporting to: Lead Cover Supervisor

Main Purpose:

1. To supervise groups of students in the event of a short-term absence
2. To manage and supervise student behaviour whilst covering groups of students
3. Support the induction for cover staff including taking registers, health and safety etc.

Specific Duties

1. Delivering and supervising work that has been set by teaching staff for students to complete in their absence
2. Supporting students to complete the work set to the best of their ability, engaging in the lesson materials with enthusiasm
3. Responding to any questions from students
4. Providing feedback to the classroom teacher on student progress against lesson plans and conduct of the lesson
5. Providing feedback to the Assistant Principal regarding the quality/appropriateness of the cover work
6. Ensuring students follow the Academy behaviour policy
7. Dealing with immediate problems or emergencies according to the Academy's policies and procedures
8. Collecting any completed work after the lesson and returning it to the appropriate teacher
9. Attend meetings and training sessions as required
10. Act as a role model, setting high expectations of conduct and behaviour
11. Report and manage student and school issues in line with the Academy policies for health and safety, child protection and discipline policy
12. Be involved in extra-curricular activities e.g. open days, parents evenings (when required/necessary)
13. Assist supervision of students out of lesson time, break times etc.
14. Provide support and assistance to examinations and tests, both internal and external
15. Accompany groups of students on trips ensuring their health & safety
16. Supervise trips/visits as required
17. Support students in lessons as directed by the class teacher/Inclusion department
18. Support in general administration whenever required
19. Engage with all professional development opportunities
20. Support academy events as appropriate
21. Any other such duties as may time from time be reasonably required by the Principal

Qualifications and experience

- Educated to degree level
- Knowledge of Microsoft software
- Knowledge of SEND Code of Practice
- Experience of supporting children in a classroom environment is desirable
- Experience of using Information Technology to support students in the classroom is desirable

Person specification

- Demonstrates a genuine interest in working in an education support environment
- Experience of working in a school setting is desirable
- Demonstrate an understanding of the SEND Code of Practice and Keeping Children Safe in Education
- Embodies the Academy and United Learning values of hard work, integrity and excellence
- Good honours degree
- Good IT skills
- Strong communication skills
- Able to work accurately and use own initiative is essential
- Strong attention to detail
- Great team player

Notes

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