



THE RAMSEY ACADEMY, HALSTEAD

JOB DESCRIPTION

Job Title:	Cover Supervisor
Band and Point Range:	Scale 6 Points 12 – 17
Hours and Weeks:	33.5 hours per week 39 weeks per year plus 5.7 weeks paid holiday.
Job Purpose:	To supervise classes in the short-term absence of teachers and to provide classroom based support.
Main Duties:	<ul style="list-style-type: none"> • To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. • Cover Supervisors will respond to general questions and provide general feedback to teachers. • To fulfil the role of a Form Tutor or the temporary cover for this role if required. • To support students in lessons as directed by the SENCO when needed. • To act as a reader/scribe during exams for students with exams access arrangements.
Other school support:	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures of the school, particularly relating to child protection, health and safety, confidentiality, and data protection, reporting all concerns to the appropriate person. • Be aware of and support difference, ensuring all students have equal access and opportunities to learn and develop • Contribute to the overall ethos/work/aims of the school • Participate in the appraisal process, attend training and other learning/development activities as required • Play a full part in school life by contributing to students' wider development through, for example, clubs, extra-curricular activities, and events • Accompany teaching staff and students on visits, trips and extra-curricular activities as required • Undertake any such duties as may be required by the Headteacher.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.