

**Cover Supervisor**

Cover Supervisors work under the guidance of teaching staff and within an agreed system of supervision. They implement work programmes with individuals/groups, in or out of the classroom, including the supervision of whole classes during the short-term absence of teachers.

Cover Supervisors are responsible to the Cover and Reporting Manager for:

* supervising students as they carry out work left by teachers in accordance with Academy policy,
* helping to prepare the learning environment and the materials needed for the lesson,
* assisting with the management of student behaviour to ensure a constructive working environment,
* responding to students’ questions regarding the work that has been set,
* collecting any work completed after the lesson and returning it to an agreed person or place,
* leaving the room in good order at the end of the lesson,
* supervising the orderly entry and departure of students in accordance with Academy policy,
* recording and reporting attendance at lessons in accordance with Academy policy,
* helping with examination invigilation under the supervision of the examinations officer,
* using the Academy's agreed referral procedures, as required, to report back on the behaviour of students during the class and any other issues arising,
* dealing with any immediate problems or emergencies according to the Academy's policies and procedures,
* following Academy policies and procedures, especially those relating to child protection and health and safety,
* respecting confidential issues linked to home/students/teachers/school work and keeping confidences as appropriate,
* Any other reasonable duties as required the Principal or Head of School