

JOB DESCRIPTION



SELWOOD ACADEMY
ANGLICAN/METHODIST FOUNDATION SCHOOL

Job Title	Cover Supervisor with Cover Administration
Report to	Deputy Head Teacher
Main purpose of job:	
<p>To supervise the learning of whole classes during the short-term absence of the class teacher as they undertake the work set by teaching staff, to support key pupils during TA absence, to invigilate tests, to accompany staff and pupils on educational visits, to help with displays and undertake any administration tasks as necessary.</p> <p>Organise cover for absent staff both teaching and non-teaching and administer cover using SIMS cover module.</p>	
Main Responsibilities and Duties:	
<ul style="list-style-type: none">• Supervise the work of whole classes set by their class/subject teacher in accordance with school policy.• Register and record pupil attendance in lessons.• Explain key concepts/knowledge and answer pupil queries about process and procedures relating to the lesson and the work set.• Manage the behaviour of pupils to ensure a constructive learning environment.• Deal with any immediate problems or emergencies according to school policies and procedures.• Collect completed work after the lesson and return it to the appropriate teacher.• Effectively manage pupil behaviour in line with Academy procedure. Report back, as appropriate, using the school's agreed referral procedures about the behaviour of pupils during the class and any issues arising, to the class teacher and/or other senior staff about the behaviour and conduct of pupils in class.• Assist with other activities relating to the supervision of pupils e.g. general supervision during break periods and with the support and delivery of learning e.g. personal assistance to teachers, supporting teachers in the classroom, by being pro-active during quiet times.• Assist with displays around the school and any administrative tasks as requested by your line manager or other Senior Manager.• Organising cover for absent staff. Liaise regularly with the Deputy Head Teacher to keep them informed of the cover situation at all times. Organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies.• Be first point of contact for staff absences.• Input cover data on to SIMS daily for all to access and to ensure continuity in teaching and learning.• Liaise with supply and recruitment agencies in engaging appropriately qualified supply staff to cover absences and temporary vacancies. Ensures that all administrative duties, employment checks and documentation are completed to the required level of accuracy and prior to allowing agency staff to attend the Academy.	
Facts and Figures:	
N/A	
Supporting Processes	

Problem solving and creativity:

- Must understand and have the ability to scaffold work according to the needs of pupils

Decision making:

- Work under the guidance of the DHT and must be willing and able to adapt quickly to situations as they arise. Will be required to make instant decisions and judgements regarding the safety of pupils

Physical effort and working conditions:

- Normal teaching environment. This can include outdoor learning.

Contacts and relationships:

- Work with all teaching staff, teaching assistants and other members of the school community.

Additional information:

- Selwood Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In line with Safer Recruitment all our posts require an enhanced criminal background check via the disclosure procedure and are subject to pre-employment checks.
- Equalities Commitment: We welcome applications from underrepresented groups including Race, Disability, Religion or belief, Sexual orientation and Gender reassignment.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder	Date	_____
Line Manager	Date	_____
Designated Senior Manager	_____	Date

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