



Location: The Carlton Academy

Salary: Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

Hours of work: 37 hours per week, term time only

Responsible to: Deputy Headteacher/Operations Manager

Post objective: To co-ordinate & manage cover requirements and delegate as required. To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. When not being used for cover, provide administrative support as required.

Main Duties and Responsibilities:

- Co-ordinate and lead weekly meetings with the Cover Supervisors team.
- Provide one-to-one support to the Cover Supervisors; offering mentoring and coaching to develop behavioural management skills.
- Provide day-to-day line management of the cover supervisors; monitoring attendance, deployment and liaising with faculty leaders to ensure faculties' cover and administrative needs are met.
- Lead on performance management for Cover Supervisors; carry out Performance and development reviews.
- Offer guidance and support to individuals' professional development, recommending professional development opportunities and supporting career progression.
- Act as the point of contact for all staff who require cover arrangements through unplanned absences.
- To arrange supply cover teaching as necessary, keeping up to date records for safeguarding purposes.
- Supervising the students on work left in accordance with the academy policy.
- Assisting in preparing the learning environment and the materials used therein.

- Assisting with the management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.
- Recording and reporting attendance at lessons in accordance with academy policy.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.