



Job Description for Support Staff

Job Title:	Cover Supervisor	
Salary:	Grade:	WAT Band D pts 6-9
Place of work:	St Augustine Academy	
Reports to:	Job Title:	Assistant Principal

Role context and purpose:

- To provide effective lesson cover for absent staff throughout the Academy

Main duties:

- Collect work for students and ensure that it is communicated correctly – to include a lesson plan where absence is known in advance.
- Ensure that a seating plan and IEPs are made available in advance for known absences.
- Supervise students' work that has been set in accordance with the Academy policy ensuring that the work is completed to the best of the students' abilities.
- Ensure that a register is taken as per Academy policy.
- Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the Academy's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Attend team meetings and staff meetings as required.

- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and safeguarding procedures.
- Undertake any necessary professional development as identified in the Academy Improvement Plan by taking full advantage of any relevant training and development available.
- Participate in current arrangements for Performance Management.
- Attend team meetings and staff meetings as required.

Additional expectations – all staff are expected to:

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- Promote the Woodard Christian ethos that embraces all faiths and none;
- Take responsibility for their own professional development and support that of colleagues where appropriate;
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement
 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities
 The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed:

(Principal)