JOB ROLE: Cover Supervisor

CONTRACT HOURS: **37**

**SALARY: Unqualified Teacher (AUQ1)**

**HOLIDAY ENTITLEMENT: Term Time + Development Days**

RESPONSIBLE TO:  **Assistant Vice Principal Teaching & Learning**

### JOB PURPOSE:

In the absence of the class teacher, to work as a Cover Supervisor under the supervisory arrangements established by the Academy. Cover Supervisors will give instructions for a lesson that has been provided by a teacher. Cover Supervisors will ensure that the students display good behaviour and the students engage in the learning activity. The postholder will be required to provide feedback to the teacher on broad issues, such as behaviour. Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

### SPECIFIC DUTIES:

* To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher.
* To develop curricular knowledge as required by the Academy.
* To apply the Academy’s Behaviour Management Policy and report and difficulties to the supervising teacher / DoTL.
* To set homework previously prepared by the teacher.
* To mark element of class work and homework under the guidance of the class teacher.
* To undertake observations of the pupils and contribute to pupil records.
* To administer (and mark) class tests.
* To supervise the work of the Teaching Assistant in class.
* To attend Academy department meetings to contribute to the discussions about individual pupils.
* To provide consistent and effective support in line with the requirements and responsibilities of your role.
* To take part in training activities offered by the Academy.
* To abide by and work towards all the policies within the Academy e.g. behaviour management, health and safety, equal opportunities

### GENERAL RESPONSIBILITIES:

* To work collaboratively and cooperatively with other members of the wider workforce and the teaching staff.
* To be an ambassador for the organisation.
* To carry out any other reasonable duties not stated above as requested that contribute to the smooth operation of the Campus.
* To comply with regular DBS checks and always work to the guidelines and policies for staff employed at The Canterbury Academy Trust.
* To participate in the Appraisal process. To organise and book own appraisals with appraiser.
* The post holder will benefit from the campus’ commitment to Continuous Professional Development.
* The post holder will be expected to engage in professional development as agreed with the appropriate line manager.

### HEALTH & SAFETY RESPONSIBILITIES:

You must abide by the Academy Health & Safety Policy and to implement that policy with regard to the general duties placed upon every one engaged in the Campus. Compliance to Campus Regulations, Health & Safety Regulations and Fire Regulations.

To partake in any Health & Safety training relevant to the job role.

**PERSON SPECIFICATION:**

* Experience of working with or caring for children
* Good general education
* Able to participate in development and training opportunities
* Ability to relate well to children and adults
* Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
* Flexible
* Ability to use own initiative
* Good computer skills
* Willing to undertake First Aid Training.

**SAFEGUARDING:**

All appointments are subject to you obtaining a current enhanced disclosure and that the information revealed does not prevent or make you unsuitable to work with children as determined by the Executive Principal and/or Chair of Directors. A satisfactory DBS disclosure must be presented to the school before your employment can commence.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you, by, or on behalf of, the Head of the Department, without change to the level of responsibility appropriate to the grading of the post.