

## Job Description

---

**Job title:** Cover Supervisor  
**Reports to:** Assistant Head of College (Assistant Principal)  
**Location:** Leigh Academy Rainham

### Job Purpose

To supervise whole classes during short-term absence of teachers. Cover Supervisors will give instructions for a lesson as provided by a teacher. The Cover Supervisor will ensure the good behaviour of the students and make sure the students engage in the learning activity. The post holder will be required to respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour, but will not be expected to undertake any planning, preparation or assessment of students' progress and/or development. Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

### Key Responsibilities

- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Ensure the objectives are achieved by the students within a safe and secure environment.
- Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Participate in training and other learning activities as required and attend relevant meetings to ensure your own continuing professional development.
- During periods when no cover is required, Cover Supervisors will support the academy with internal exclusion, 1-2-1 support and interventions and general administrative duties as requested.

### Person Specification

- Maths and English GCSE at Grade A\*- C or equivalent.
- Excellent organisational and planning skills with outstanding attention to detail.
- Computer literacy in Google Suite and Microsoft Office.
- Ability to work on your own, demonstrating a high level of proactiveness.
- Excellent attendance and time-keeping record.
- Ability to meet deadlines effectively.
- A courteous, positive and 'can do' problem solving approach.
- An ability to form good working relationships with colleagues and to work cooperatively in a team.

- Knowledge, understanding and commitment to safeguarding and promoting the welfare of students

### **Academy Ethos**

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example
- To engage actively in the performance development process (On Track), addressing performance expectations set in conjunction with the line manager during the autumn modules each academic year
- To participate in training and other professional development learning activities as required
- Support the Academy in meeting its legal requirements for worship
- Promote actively the Academy's corporate policies
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate
- To be aware of and comply with all academy and Trust policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

### **Safeguarding of Students and Duty of Care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.