



PRINCIPAL: JOHN McPARLAND BD PGCE MA NPQH

JOB DESCRIPTION

Post: **Cover Supervisor**

Responsible to: Director of Finance & Operations

The Key Task

The following job description applies to the person providing cover for absent teachers. This is a cover supervisor role and reports to the Director of Finance & Operations and is responsible to the relevant subject leaders on a day to day basis. They support the Para-Teacher and Vice Principal responsible for arranging cover on a daily basis.

They are proactive in supporting student learning and behaviour management. They deal with students on a daily basis and are a point of contact for both students and colleagues.

Main Purpose

- To provide classroom supervision and support student learning during teaching staff absence.

Overall Responsibility:

- To provide cover supervision for lessons as directed by the Para-Teacher,
- To supervise the students to carry out the work left in accordance with the academy policy ,
- To assist in preparing the learning environment and the materials used therein,
- To manage student behaviour to ensure a constructive working environment,
- To respond 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,
- To collect the work completed after the lesson and return it to an agreed person/place,
- To ensure the room is left in good order at the end of the lesson,
- To supervise the entry and departure of students in accordance with academy policy,
- To record and report lesson attendance in accordance with academy policy,
- To report back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising, and
- To deal with any immediate problems or emergencies according to the academy's policies and procedures.

Other:

- To liaise with colleagues as necessary, especially subject leaders and the pastoral team,
- To attend staff meetings and INSET activities as required,
- To uphold and actively support the academy's policies and procedures,
- Operate within legal, ethical and professional boundaries when working with young people. This includes confidentiality policies.
- Be a visible and pro-active part of the duty system throughout the Academy day both in terms of supporting staff in class, and during break and lunchtimes.
- Support and help to instil the ethos of the Academy in support of the Principal and Senior Leadership Team.
- To 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 information is not exhaustive may be subject to review.