

Brook Learning Trust THE HIGH WEALD ACADEMY

JOB TITLE:	Cover Manager and Supervisor
RESPONSIBLE TO:	Assistant Principal
RESPONSIBLE FOR:	n/a
GRADE:	Kent Range 5, points 9 - 13
HOURS:	33.5 hours per week, term time only, plus 2 days
WORKING PATTERN:	7.45am – 3.15pm (4.00pm on Thursdays). Some flexibility in working hours can be accommodated, however the role requires a 7.45am start.

Job Purpose:

To plan, communicate and implement daily cover for staff absence. Where necessary to liaise with external agencies, whilst also building a bank on non-agency staff, who are able provide effective short-term cover for teacher absence.

The Cover Supervisor role will be to give instructions for a lesson as provided for by a teacher. The Cover Supervisor will ensure good behaviour and make sure the pupils engage in the learning activity. The post holder is required to respond to pupils' broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

Job role responsibilities:

- Inputting staff absence onto school system and co-ordinating the day to day cover for teacher absence.
- Supervise pupils engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, carried out in liaison with the relevant Curriculum Leader. Also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- Respond to questions from pupils about process and procedures.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Support pupils consistently whilst recognising and responding to their individual needs.
- To take the class register of any lessons covered
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.

- Support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- Collection of completed work and returning it to appropriate teachers.
- 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 pupils.
- The post holder will have sole responsibility for the pupils in the classroom. Although the teacher would have set the learning, the post holder must ensure the objectives are achieved by the pupils within a safe and secure environment, ensuring good behaviour at all times.
- To be able to use initiative in a classroom situation where students are struggling to understand the task or have finished their work early.
- To participate in training and other learning activities and development as required by the school policies and practices.
- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with Data Protection legislation
- At all times operating within the Trust's Equality policies
- Commitment and contribution to improving standards for pupils as appropriate
- Contributing to the maintenance of a caring and stimulating environment for young people

Agreed By Date.....
 Job Holder

Approved By Date.....
 Manager