

## **Cover Supervisor – The Ebbsfleet Academy Job Description**

<b>JOB TITLE:</b>	<b>Cover Supervisor</b>
<b>RESPONSIBLE TO:</b>	<b>Vice Principal</b>
<b>GRADE:</b>	<b>Kent Scheme 5 (points 9-13)</b>
<b>HOURS:</b>	<b>27 ½ Hrs per week TTO + 2 CPD days</b>
<b>JOB PURPOSE:</b>	<b>To supervise whole classes during the short-term absence of teachers:</b>

A Cover Supervisor will give instructions for a lesson as provided for by a subject teacher, warrant the good behaviour of the students, and ensure students engage in the learning activity. A Cover Supervisor is subject to general supervision and will act under the professional direction of teachers.

### **PRINCIPAL ACCOUNTABILITIES**

- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved, carried out in liaison with the relevant Senior Leader. Also ensuring inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- On occasion, you may be required to plan and mark student work for longer term absences, under the guidance and support from relevant leaders, and in line with the school T&L policy.
- Respond to questions from students about process and procedures.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Support students consistently whilst recognising and responding to their individual needs.
- 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 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 students.
- To participate in training and other learning activities and development as required by the school policies and practices.
- Maintain high levels of professional conduct at all times
- Undertake any reasonable requests as negotiated with line manager or Principal
- Support the ethos and aims of The Ebbsfleet Academy.
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation

***The Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.***