Glendene Arts Academy

Cover Supervisor

Job Description

Post: Cover Supervisor

Salary range: Grade 4

37 hours per week

Purpose of the post;

To provide class supervision when a staff member is absent and play an important role in the cover system.

Overall Responsibilities:

• To communicate and deliver work set to pupils in an engaging and motivating  
 manner

• To observe Health and Safety Regulations.

• To uphold the Academy and class rules.

• Classroom management.

• Invigilation of examinations.

• Administrative duties, where appropriate.

Other duties include:

* To oversee the use of books and equipment necessary for the lesson.
* To maintain good order in the classroom.
* To assist pupils, where necessary, and if possible seeking appropriate assistance or advice.
* To oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place.
* To ensure pupils tidy up and leave the classroom in good order.
* To return work, etc. to the class teacher and inform him/her of the point reached by the pupils.
* To provide feedback
* To carry out exam invigilation, when required, maintaining the rules set out by external examination boards and in-house regulators.
* To carry out general administrative/clerical duties as necessary.
* To provide support to teachers (eg; photocopying, displays, preparation of resources).
* Responsible for promoting and safeguarding the welfare of children and young person’s s/he is responsible for, or comes into contact with.
* Within working hours supervise lunch, break and after college activities.
* Where appropriate transport students using the college mini bus.
* To undertake other duties and responsibilities as required commensurate with the grade of the post.

School Vision:

* To support and work towards establishing the vision and aims of the Academy
* To work with students in a courteous, caring and responsible manner at all times.
* Comply with the college's health and safety policy
* To present oneself in an appropriate manner so that it upholds the values of the Academy

All Job Descriptions at Glendene Arts Academy complement the relevant Conditions of Service for the relevant post. The purpose of Job Descriptions is to clarify and sharpen the focus of the role of the post holder. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher or Governing body to undertake work of a similar level that is not specified in this job description that is appropriate to the purpose of the post.

Glendene Arts Academy will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities in line with County Council Equal Opportunities Policies.

This job description is current at the date shown, but to reflect or anticipate changes in the job commensurate with the salary or job title, the Academy may change elements following consultation with the post holder.

Any offer of employment will be subject to receipt of a satisfactory DBS Disclosure and identity verification.

Glendene Arts Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.