



## Northern Education Trust – Job Description

<b>Job Title:</b>	Cover Supervisor		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Attendance Manager / Cover Manager	<b>Grade:</b>	SCP 23 – 26
<b>Service responsibility:</b>		<b>Salary:</b>	£22,462 - £24,799 (FTE)
<b>Additional:</b>		<b>Term:</b>	32.5 hours per week, 39 weeks per year (actual salary to be pro-rata in line with hours / weeks worked)

### JOB PURPOSE

- To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programs with individuals/groups in or out of the classroom, managing student behaviour and supervising whole classes during the short term absence of teachers.

### RESPONSIBILITIES:

1. Supervising the pupils on work left in accordance with the Academy policy
2. Assisting in preparing the learning environment and the materials used therein
3. Assisting with the management of student behaviour to ensure a constructive working environment and promote positive behaviour
4. Responding to pupils about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place
6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of pupils in accordance with Academy policy
8. Recording and reporting attendance at lessons in accordance with Academy policy
9. Assisting in exam invigilation under the supervision of the examinations officer
10. Reporting back as appropriate using the Academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
11. Dealing with any immediate problems or emergencies according to the Academy's policies and procedures

12. Following Academy policies and procedures especially those relating to Child Protection and health; safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
13. Respecting confidential issues linked to home/pupils/teacher/Academy work and to keep confidences as appropriate
14. Escort and supervise pupils on educational visits and out of Academy activities
15. Use ICT effectively to support pupils learning
16. Develop and promote positive relationships with pupils, acting as a role model and setting high expectations
17. Promote the inclusion and acceptance of all pupils within the classroom
18. Support pupils consistently whilst recognising and responding to their individual needs
19. Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
20. Promote independence and employ strategies to recognise and reward achievement of self-reliance
21. Provide feedback to pupils in relation to progress and achievement
22. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested
23. Contribute to the overall ethos/work/aims of the Academy
24. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils
25. Attend and participate in meetings as required
26. Participate in training and other learning activities and performance development as required
27. Recognise own strengths and areas of expertise and use these to advise and support others
28. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
29. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
30. Demonstrate and promote commitment to Equal Opportunities and to the
31. Elimination of behaviour and practices that could be discriminatory

## GENERAL

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **‘All students and adults are expected to behave in a responsible manner both to themselves and others, showing consideration, courtesy and respect for other people at all times’.**

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed: .....

Date: .....