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| **Job Description** |
| **Post Title:** | **Cover Supervisor** |
| **Responsible to:** | **The post holder is directly accountable to the HR Manager** |
| **Grade**  | **Scale 4 (pro-rata)** |
| **Principle Responsibilities** | The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:Uphold and promote Academy aims and policies;Support the academy by proving cover for lessons as and when required;Provide appropriate support as directed when cover is not required. |
| **Main Duties** | The post holder will be required to:Uphold the academy ethos, procedures and expectations;Supervise student learning under the direction of the cover manager for short term planned and unplanned absences;Communicate the work from the appropriate teaching staff to students;Follow any instructions from the teaching staff regarding the work that is set;Promote positive student behaviour and conduct;To promote the inclusion and acceptance of all pupils within the classroom;To provide accurate and effective feedback and reports to the teaching staff on pupil achievement and progress;Follow correct behaviour management procedures ensuring positive student behaviour and conduct is promoted;Maintain an appropriate learning environment in the classroom;Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;Demonstrate a thorough understanding of safeguarding policies and procedures, and their application within an educational setting/environment;Invigilation of exams;Accompany staff on school visits;Support the after-school programme;Support students with identified needs;To support lunchtime duties;To undertake the role of a form tutor.Provide First Aid Support where required |
| **Personal Responsibilities** | The post holder will:* Support the Academy in ensuring that communication within the Academy is effective;
* Support staff when required;
* Participate in performance management, coaching and CPD.
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| **Stakeholder Responsibilities** | * To act as a role model for students by demonstrating own high-quality conduct and expectations;
* To communicate any issues/concerns to the relevant person;
* Follow up on any communication from parents/carers where appropriate.
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| **Accountability** | * To regularly review own practice, set personal targets and take responsibility for own personal development.
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| **Strengthening communities** | * Possess a ‘can do’ approach to departmental/school improvement and excellence;
* Be an excellent communicator;
* Work positively and in partnership with parents, governors and the community;
* Support Biddick Academy’s climate for learning.
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| **Generic Responsibilities** | The post holder will:* Be an excellent rode model for students and staff;
* Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities;
* Attend Academy events and activities;
* While 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 a manager to undertake work of a similar level that is not specified in this job description;
* Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.
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