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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. |
| **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. |
| **Accountability** | * To regularly review own practice, set personal targets and take responsibility for own personal development. |
| **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. |
| **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. |