



COVER SUPERVISOR
JOB Profile

Grade F – SCP 14 – SCP 19

Name:

Fundamental Purpose:

To promote and enhance the teaching, learning, and personalised support within the Academy by carrying out the duties as detailed below in conjunction with other staff and external agencies whilst being mindful of the need for professionalism and confidentiality.

Key Responsibilities:

- To provide cover during teacher absence in line with the cover supervision policy.
- To maintain effective communication with the Year Teams, Tutors and other staff as appropriate.
- To assist with the lunchtime provision in academy.
- To assist with the monitoring of behaviour, attendance, punctuality and achievements of students.
- To assist with maintaining relevant records and resources and any associated filing.
- To carry out duties positively and professionally whilst promoting and supporting teamwork at all times.
- To assist with duties within the Year Teams/Year Bases in accordance with the Pastoral and Legal guidelines, whilst ensuring all academy policies are complied with.
- To assist with any extracurricular activity during core hours.
- To be flexible in your approach in order to meet the circumstances of the day.
- To work proactively and positively with staff, parents, and external agencies to support students.
- To support teaching and learning through duties as SEND Learning Support (this may include working 1:1 with students or with a small group).
- To accompany staff and students on external educational visits.
- To assist with first aid cover in the academy.
- To undertake any training relevant to the post.
- Every employee has a duty of care to themselves, colleagues, students and visitors. Therefore, we must all work towards raising awareness of Health and Safety within the academy, try to foresee potential dangers and take action as necessary, and remember "COMMON SENSE IS NOT ALWAYS COMMON PRACTICE"
- Ensure store and work area is of good housekeeping standard at all times.
- Any other reasonable request that is commensurate with the grading of the post.

I have read and understand this job specification and will carry out my duties accordingly and understand that is a working document that can be discussed, negotiated and changed at the agreement of both named parties'.

Employee _____

Date _____

Manager _____

Review Date _____