



JOB DESCRIPTION

Post title: Cover Supervisor

Academy: Academy 360

Reporting to: Academy Leader

Salary/pay range: SCP 7 – 11, £27,274 - £29,071 FTE, £23,532.88 - £25,083.38 actual salary

Hours of work: Full time

Job purpose

To cover whole classes during the short-term occasional absence of a class teacher, undertaking work which has been set in accordance with Academy policy/practice.

Main duties and responsibilities

- To communicate the work set by the class teacher to pupils in an engaging and motivating manner.
- Promote the inclusion of all students, ensuring they have equal opportunities to learn and develop.
- Implement the Academy policies and procedures with regards to learning, attendance and behaviour.
- Work directly with all students in a variety of settings, including one-to-one, small group and in-class support. This will include planned provision as well as responding to situations that might arise on a day-to-day basis.
- Contribute to Academy target setting, tracking and monitoring of students' attitudes to learning, and work with staff to set targets and monitor progress in these areas.
- 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 report any problems, difficulties, successes, etc. to the relevant department
- To accompany staff on Academy educational visits and work under the direction of the trip organiser.
- To carry out general administrative/clerical duties as necessary.
- To provide support to teachers (eg; photocopying, displays, preparation of resources).
- Within working hours supervise lunch, break and after Academy activities were requested.
- Provide administrative support as directed by the Academy. (eg, filing, preparing mailshots, compiling student reports, reception)

Other duties

- Carry out any other duties in accordance with the expectations of a Cover Supervisor at the reasonable request of the Academy Lead.
- Ensure that the area of work complies with legislation relating to health and safety, and observe and implement specific responsibilities in relation to these matters as detailed within the Trust's policy.
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.
- Be aware and familiar with policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action in accordance with policies and Keeping Children Safe in Education where required.