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JOB DESCRIPTION

Post title:	**Cover Supervisor**
Academy:	**Oxclose Community Academy**
Reporting to:	**Assistant Headteacher: Quality of Education**
Salary/Pay range:	**Scale point 7-11,**
	£27,274 - £29,071 FTE
	£23,532 - £25,083 (actual salary)
Hours of work:	**37 hours per week, Term Time only**

Purpose of Job

To give teaching staff more time for training, planning and monitoring. Providing class supervision when a teacher is absent and play an important role in the Academy cover system.

Main Duties and Responsibilities

- To communicate the work set by the class teacher to pupils in an engaging and motivating manner.
- When not providing class supervision in the event of a teacher absence, provide alternative support in school as required at the direction of Senior Leadership Team.
- To observe Health and Safety Regulations.
- To uphold the Academy rules and ethos.
- Classroom management.
- Invigilation of examinations.
- Accompany staff on Academy educational visits.
- Administrative duties, where appropriate.

Duties include:

- 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 Head of Department
- To carry out exam invigilation, when required, maintaining the rules set out by external examination boards and in-house regulators.

- 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 (e.g.; photocopying, displays, preparation of resources).
- Responsible for promoting and safeguarding the welfare of children and young people she/he is responsible for, or comes into contact with.
- Within working hours supervise lunch, break and after Academy activities were requested.
- Provide administrative support as directed by the Academy. (e.g., filing, preparing mailshots, compiling student reports, reception)
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

School Ethos

- To support the distinctive ethos of the Academy and to encourage students to follow this example.
- To support and work towards establishing the vision and aims of the Academy.
- To work with students in a courteous, caring and responsible manner at all times.
- To work co-operatively with, and in support of, all adults in the Academy.
- To support the school in meeting its legal requirements for worship.
- To adhere to the Academy's corporate policies.
- Comply with the Academy's health and safety policy and undertake risk assessments as appropriate.
- To present oneself in an appropriate manner so that it upholds the values of the Academy.
- Any other duties as may reasonably be requested by the Head Teacher. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- 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

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2026 where required