

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Cover Supervisor
<b>GRADE:</b>	NJC Scale D
<b>HOURS:</b>	27.5 hrs per week, 39 weeks per year, (8.30am to 3pm)
<b>RESPONSIBLE TO:</b>	Assistant Principal responsible for cover

### **MAIN PURPOSE OF JOB:**

To enable the provision of learning to continue in the absence of the teacher normally responsible for teaching a particular class, by utilising pre-prepared exercises and effectively managing the behaviour of students and where no cover duties are required, to undertake activities to assist teachers in the delivery of the curriculum.

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### **DUTIES AND RESPONSIBILITIES TO INCLUDE:**

#### **Support for Students**

- In the absence of the teacher, to be responsible for the supervision of students, utilising work that has been set in accordance with the Academy policy and provide feedback to students in relation to progress and achievement.
- To promote and ensure the health and safety and good behaviour of students at all times.
- To proactively support the learning of students by explaining, reading, clarifying work and encouraging the successful completion of tasks whilst recognising and responding to their individual needs.
- To be an effective role model for the standards of behaviour expected of students.

#### **Support for the Teacher**

- Production of lesson/work plans, worksheets, plans etc. for specific subjects when agreed
- Undertake the marking of students' work and accurately record achievement/progress for specific subjects when agreed
- To collect completed work after the lesson and return it to the appropriate teacher.
- To use the Academy's agreed referral procedures on the behaviour of students, reporting any issues arising during the class to the appropriate teacher.
- To work with the teacher to establish a purposeful, orderly and productive working environment.
- To administer and assess routine tests and invigilate exams/tests.
- Liaise sensitively and effectively with parents/carers as agreed with the teacher.

#### **Support for the Academy**

- To deal with any immediate problems or emergencies according to the Academy's policies and procedures.
- To ensure the security of classroom equipment and resources including ICT.
- To participate in a programme of staff development at the direction of the Principal.
- To fully participate in the Academy's performance management processes.
- To contribute to the overall ethos/vision of the Academy.
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality reporting all concerns to an appropriate person.
- To attend and participate in regular meetings and participate in training and other learning activities as required.
- To supervise students on visits, trips and out-of-school activities as required.

### **General Duties**

- When cover is not required, undertake activities to assist teachers in the delivery of the curriculum, at the direction of the Principal. Such activities may include (but are not limited to):
  - assisting in the supervision, training and development of staff.
  - monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
  - helping to plan group and individual work programmes and reviewing work activities.
  - joining in with the activities of the students in classes and contributing to the assessment and record keeping.
  - assisting in the preparation of equipment/resources and materials.
  - providing clerical/admin support e.g. typing, photocopying, printing, display, collection and recording of money etc.
- To undertake other relevant duties commensurate with the grading of the post.