

Title of post: Cover Supervisor

Salary scale: Scale 4

Contracted working weeks: Term Time + 5 days.

Hours per week: 37 hours

Daily working hours

Monday – Thursday 8.15 am – 4.15 pm (to include 30 mins lunch break)

Friday 8.15 am – 3.45 pm (to include 30 mins lunch break)

General duties and responsibilities for the Cover Supervisor

- To support the academy values and importance placed on academic success.
- To take responsibility for groups or classes of students in the short-term absence of their usual teacher.
- To supervise work that has been set in accordance with academy policy.
- To liaise with teaching staff with regard to work set for a class.
- To manage the behaviour of students to ensure a constructive environment whilst undertaking work.
- To respond to any questions from students about process and procedure.
- To deal with any immediate problems or emergencies in accordance with the Academy's policies and procedures.
- To collect any completed work and resources after the lesson and returning them to the appropriate teacher or subject leader.
- To report back, as appropriate, using the academy's agreed referral procedures, on the behaviour of students during the class, and any other issues arising.
- To supervise students who have been isolated from their peers as a behaviour sanction.
- To support the work of a classroom teacher when not deployed directly to cover a class.
- To support the general academy administration when demand for cover is low.
- To undertake appropriate training and professional development as required.
- To follow whole school safeguarding systems.
- To undertake any reasonable tasks commensurate with the title and grade of the post held.

Line manager (also responsible for performance management)

- Vice Principal

Person Specification

- Understand the importance and value of a good education.
- Have a positive 'can do' attitude.
- Be hungry to make a real difference.
- Be humble enough to accept feedback in order to continually improve.
- Be able to work as part of team and buy into the academy's values.
- Feel empowered to take ownership over the provision for the cohort.
- Have a firm, but fair approach to behaviour.
- Be calm and logical under pressure.
- Be organised.
- Be able to develop positive relationships with parents.
- Be a positive role model through a commitment to high standards and smart, professional appearance.
- To be a confident user of ICT in order to support your role.
- To deal with staff, students and parents with sensitivity and confidentiality.

Review arrangements

This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed..... Principal

Date.....

An electronic copy of this document will be kept with your personnel records.