



Cover Supervisor

Job Description

Purpose of the job

To supervise whole classes or groups during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the Academy's policies and procedures.

Reporting to

Cover Manager

Main responsibilities

- Supervise students undertaking work which has been set in accordance with the Academy policy
- Take a class register and send to Attendance Officer
- Manage student behaviour and deal promptly with conflict and incidents in line with the Positive Discipline Policy
- Deal with any immediate problems or emergencies, in the absence of the teacher, according to the Academy's policies and procedures
- Return the work completed by students to the appropriate teacher and feedback on any behavioural or other issues, using the Academy's agreed referral procedures
- Monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Liaise sensitively and effectively with parents/carers as agreed with the teacher
- Cover enrichment sessions
- under the teacher's overall control, accept shared responsibility for the creation of a safe environment for students within and outside the classroom and comply with the appropriate policies and procedures, report all concerns to an appropriate person
- undertake other tasks as reasonably required by the Headteacher

Safeguarding responsibilities

- Promote and safeguard the welfare of all children and young people within the Trust.
- Uphold public trust and maintain high standards of ethics and behaviour, within and outside school by:
 - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the school environment;

- promoting and safeguarding students' wellbeing;
- showing tolerance of and respect for the rights of others and promoting a culture of inclusion.

General responsibilities

- Have a proper and professional regard for the ethos, policies and practice of the Academy and Trust.
- Have an understanding of, and always act within, the relevant professional standards and statutory frameworks. This includes those relating to Health & Safety, security, confidentiality and data protection.

Please note that this is illustrative of the general nature and level of responsibility of the role and not a comprehensive list of all tasks. The postholder may undertake other duties appropriate to the role. This job description may be subject to amendment at any time after consultation with the postholder.

Person Specification

Qualifications and Experience	Essential	Desirable
Degree level		✓

Professional Knowledge & Understanding	Essential	Desirable
Demonstrate high organisational skills	✓	
Ability to manage workload and priorities	✓	
Experience of working with young people	✓	
Ability to communicate well with students and staff in a confident, calm and professional manner	✓	
Flexible and adaptable, and able to work using own initiative	✓	
Demonstrate good ICT skills including use of databases		✓

Personal Qualities and Skills	Essential	Desirable
Ability to maintain confidentiality	✓	
Ability to remain impartial	✓	
Have an openness to learning and change	✓	
Have a positive attitude to personal development and training	✓	
Have good interpersonal skills	✓	
Is a good role model for students	✓	
Has passion and believes that every student can succeed	✓	
Is energetic, creative and enthusiastic	✓	
Is co-operative, flexible and responsible	✓	

Last review date: October 2024