# Cover Supervisor

The Cover Supervisor works under the guidance of teaching staff and within an agreed system of supervision. They implement work programmes with individuals/groups, in or out of the classroom, including the supervision of whole classes during the short-term absence of teachers.

The Cover Supervisor is responsible to the Office Manager. Main duties include:

* Supervising students as they carry out work left by teachers in accordance with Academy policy.
* Helping to prepare the learning environment and the materials needed for the lesson.
* Management of student behaviour to ensure a constructive working environment.
* Responding to students’ questions regarding the work that has been set.
* Proactive circulation of the room during the lesson, checking students remain on task.
* Check the quantity, presentation, spelling, punctuation and grammar of the students work as they circulate and challenge students to make corrections/improvements.
* Collecting any work completed after the lesson and returning it to an agreed person or place.
* Leaving the room in good order at the end of the lesson.
* Supervising the orderly entry and departure of students in accordance with Academy policy.
* Recording and reporting attendance at lessons in accordance with Academy policy.
* Helping with examination invigilation under the supervision of the examinations officer.
* Using the Academy's agreed referral procedures, as required, to report back on the behaviour of students during the class and any other issues arising.
* Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
* Following Academy policies and procedures, especially those relating to child protection and health and safety, particularly safeguarding processes.
* Respecting confidential issues linked to home/students/teachers/school work and keeping confidences as appropriate.
* Any other duties as reasonably required by the Principal.