**Job Description**

**Job Title: Cover Supervisor**

**Scale:**  **SCP 7-11**

**Work in partnership with: Line Manager**

**Purpose:**

To provide supervision of students across the 11-16 age range. Successful candidates will need to respond to questions, generally assist students to undertake set activities and to uphold standards of behaviour in the classroom. In additions to cover needs, there will also be a requirement to work alongside existing staff in specific curriculum areas proving general support for departments. This is a key role in supporting the day-to-day running of the school and the successful applicant must be IT literate and competent in using a variety of software packages.

**Main Duties and Responsibilities:**

* To supervise student learning by delivering cover work that has been set in accordance with the academy policy, following the supportive learning framework.
* To manage the behaviour of students while they are undertaking their work ensuring a positive and purposeful classroom environment is established.
* To respond to questions and generally assist students to undertake the set activities within the lesson.
* To promote the inclusion and acceptance of all pupils within the classroom.
* To provide feedback to pupils in relation to progress and achievement.
* To ensure that all work is collected and returned to the classroom teacher.
* To provide accurate and effective feedback and reports to the teacher on pupil achievement, progress, and other matters ensuring the availability of appropriate evidence.
* To recognise student achievement in accordance with the schools rewards policy.
* To provide additional support to identified classes during times when cover lessons have not been allocated.
* To support lunchtime duties.
* To support whole school detentions.
* To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting concerns to an appropriate person.
* To undertake the role of form tutor.
* To contribute to the invigilation of public examinations.
* To be a learning support assistant for specific students.
* During periods when no cover lessons are allocated, to fulfil other responsibilities as delegated by the Head Teacher.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

**General:**

* Undertake any other duties as reasonably required by the Head Teacher.
* Contribute to the life of the school community and to support its ethos and policies.
* Appreciate and support the role of other professionals.
* Participate in appraisal, training and professional development as required.
* Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
* Be aware of the specific issues relating to Health and Safety in your area and make appropriate assessments of any risk.
* Co-operate with the employer on all issues to do with Health, Safety and Welfare.

This is not an exhaustive job description and does not intend to specify the proportion of time spent on any of the duties outlined herein. The job description is not prescriptive, nor necessarily a comprehensive definition of the post. As such it may be subject to amendment after consultation to meet the changing needs of the academy to undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.