**MACMILLAN ACADEMY**

**JOB DESCRIPTION**

***Job Title:*** Cover Supervisor

***Responsible to:*** Cover Co-ordinator

***Hours:*** 37 Hours per week, term time plus training days

***Duties:*** To work under the guidance of teaching staff to implement work programmes, including the supervision of whole classes during the absence of teachers. To carry out other general staff support tasks and to accompany teachers on school visits.

**Specific responsibilities include:**

* Ensuring that the classes of absent teachers can work diligently on the work provided across a variety of subjects, in accordance with academy policies
* Providing cover for morning registration/afternoon tutorial
* Assisting in preparing the learning environment and the materials used therein
* Providing students with a positive learning environment to aid student progress
* Interacting with students about the work that has been set
* Effective and consistent employment of the academy's behaviour policy including the use of ClassCharts to promote the Academy's positive praise culture and record any instances of negative behaviour in and out of the classroom
* To maintain an awareness of SEND protocols and follow these to support the inclusive learning of all students
* Collecting any work completed after the lesson and returning it to an agreed person/place and maintaining a tidy learning environment
* Resolving any problems/queries with cover, or providing additional tasks yourself of suitable quality
* Recording and reporting attendance at lessons in accordance with academy policy
* Reporting back as appropriate using the school’s agreed referral procedures on standards and expectations
* Following school policies and procedures especially those relating to child protection, health and safety and safeguarding
* Respecting confidential issues linked to home/students/staff/school work
* Assisting in exam invigilation under the supervision of the examinations officer
* Supporting colleagues as a learning mentor when lesson cover is not required
* Developing knowledge of the academy's Teaching and Learning model (OPTIC) and using this to deliver cover lessons effectively
* Using every opportunity to support and enhance students' literacy, through the development of vocabulary and reading strategies

**Your attributes:**

The role of Cover Supervisor is challenging, and whilst previous experience is not necessary, it is vital that anyone thinking of applying for this position possesses the following qualities:

* A recognised competence in literacy and/or numeracy
* Be able to think on your feet, react quickly and effectively to potential situations and use your initiative on a continuous basis
* Communicate confidently and effectively with students and other members of staff
* Be patient, calm and work well under pressure
* Relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom
* Enjoy a varied and constantly changing routine

**Classroom expectations:**

* Behave in a responsible, sensible and professional manner at all times whether in or out of lessons
* Deliver cover to the best of your ability with due awareness of health and safety procedures; take direct responsibility for students’ safety as you work without the direct supervision of the classroom teacher when providing cover
* Never carry out any personal work during a cover lesson
* As a Cover Supervisor you should not be expected to take lessons which require practical activities, unless you have received training in this area, for example cooking, science experiments or the use of equipment in the DT department. Not only is it a Health and Safety issue but it puts both yourself and your students in potential danger

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Line manager signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_