

Cover Supervisor

Job Description

Role:	Cover Supervisor
Grade and Salary:	NJC Grade 4 SCP 9-17
Reporting to:	Cover Manager
Contract Type:	Temporary (Maternity Cover)

To work under the instruction/guidance of the Cover Manager/senior staff to cover lessons in both KS3 and KS4 to ensure students receive a full education in the absence of their regular teacher.

Core responsibilities

- Provide students with and supervise work that has been set by the teacher.
- Manage the behaviour of students whilst they are undertaking work to ensure a positive and constructive environment.
- Establish good working relationships with students, acting as a role model.
- Be aware of and respond appropriately to individual student needs ensuring effective interaction.
- Respond to questions from students and provide support and guidance.
- If required, collect completed students' work after the lesson and pass to the appropriate teacher.
- Report on students' behaviour, as appropriate using the schools' systems.
- Record attendance at lessons in accordance with school policy.
- Deal with any immediate problems or emergencies according to the schools' policies and procedures.
- Provide specific support to students dependent upon their individual needs ensuring their safety whilst supporting access to learning activities.
- Promote inclusion and acceptance of all students.
- Promote self-esteem and independence.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
- Report student achievements, progress and issues as appropriate in agreed format.
- Promote good student behaviour, dealing promptly with conflict and incidents and encouraging students to take

responsibility for their own behaviour in line with established school policy.

Corporate responsibilities

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.