



JOB DESCRIPTION

JOB TITLE:	COVER SUPERVISOR
JOB HOLDER:	
LOCATION:	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
LINE MANAGER:	COVER MANAGER
JOB GRADE:	5
HOURS OF WORK:	13 HOURS Tuesday and Thursday – 8.15am – 3.15pm

STATEMENT OF PURPOSE

Under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

MAIN DUTIES AND RESPONSIBILITIES

Student and academy support:

- To supervise work that has been set by teaching staff.
- To assist with the development and implementation of individual education plans.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently, whilst recognising and responding to their individual needs.
- To assist in supervising students before, during and after the academy day, as directed.

Teacher support:

- To provide feedback to students in relation to progress and achievement.
 - To deal with any immediate problems or emergencies according to the academy's policies and procedures.
 - To collect any completed work after the lesson and return it to the appropriate teacher.
 - To manage behaviour of students whilst they are undertaking this work to ensure a constructive environment, according to the academy's behaviour policy.
 - To report back, as appropriate, using the academy's agreed referral procedures on the behaviour of students during the class, and any issues arising.
 - To complete tracking sheets and information on student attendance and rewards.
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Support for the Curriculum

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

Academy Support:

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- To comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the academy.
- To establish constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings as and when necessary.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, during the academy day.

Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

NOTES

1. The content of this job description will be reviewed with the post holder on an annual basis, in line with the academy's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade, must be discussed with the post holder and the relevant trade union, before submitting for re-evaluation.

This academy is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the academy's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

Signature Date
(Job Holder)
