



Cover Supervisor

Alde Valley Academy

Opportunity, Community, Excellence



Job Description: Cover Supervisor

Reports To: School Support Manager

Salary: Grade 4, points 9-12

Role Purpose:

To cover classes for absent teaching staff using pre-set work provided.

Specific Responsibilities

- Under the direction of the relevant Head of Department, covering classes for absent teaching staff.
- Taking an electronic register at the beginning of each class.
- Advising the students of the work set. This should be provided either by the Head of Department, or by the absent teacher.
- Managing the behaviour of the students to ensure a constructive and positive learning environment.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting the work at the end of the lesson.
- Reporting back to the Head of Department or School Support Manager.

General Responsibilities

All school staff are expected to:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors,
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf

This job description is intended as a guide only and not as an exhaustive list of duties. The post holder will be asked to carry out tasks that are not specifically detailed on this job description but which are deemed appropriate for the post holder to fulfil, either by the Headteacher or another member of the Senior Leadership Team.



Essential criteria	Desirable criteria
<u>Qualifications and education:</u> <ul style="list-style-type: none"> GCSE Maths and English grade C(4) or above 	<ul style="list-style-type: none"> Educated to A level standard or equivalent
<u>Experience and knowledge:</u> <ul style="list-style-type: none"> Previous school-based experience Understanding of school structures and procedures Good computer skills 	<ul style="list-style-type: none"> Previous classroom experience
<u>Skills and attributes:</u> <ul style="list-style-type: none"> Ability to develop and maintain good relationships with a wide range of people, including young people Ability to manage student behaviour and supervise the completion of work set for the cover lesson. Good communication skills Confidence to lead students across the age range of 11-16 High levels of discretion, confidentiality and awareness of data protection Enthusiasm and resilience Well-developed sense of humour 	
<u>Professional Development:</u> <ul style="list-style-type: none"> Willingness to undertake any training offered, relevant to the role 	