



## THE ADEYFIELD ACADEMY JOB DESCRIPTION

### COVER SUPERVISOR FULL TIME / TERM TIME ONLY (PLUS 1 WEEK) H5

*The post holder is required to perform the duties below. They will be responsible to the Assistant Headteacher and will demonstrate a genuine commitment to our Equal Opportunities policy and the well-being of all students.*

*This job description is reviewed annually and will form the basis of the Appraisal procedure. Any issues relating to the review of this job description should be brought to the Headteacher's attention through the senior line manager. The post holder will undertake the following specific responsibilities in order to fulfil our statutory requirements, school aims, policies and targets.*

COVER SUPERVISOR - JOB DESCRIPTION FULL TIME	
Expectations	
<b>Core Purpose</b>	
In the absence of the teacher, provide cover and classroom supervision to whole classes, adhering to the school's 5 star charter and teaching and learning expectations.	
<ul style="list-style-type: none"><li>• Help ensure the smooth running of the school.</li><li>• Lunch and end of day supervision according to the rota.</li><li>• Maintain productive and efficient time management during the working day.</li><li>• Maintain and develop a professional working relationship with all stakeholders and outside organisations.</li><li>• Follow school policy, procedures and ethos of the school.</li><li>• Carry out administrative tasks as directed by your line manager.</li><li>• Attend school events as directed</li><li>• Contribute to the Child Protection and Safeguarding ethos of the school.</li><li>• Additional duties/responsibilities as required by the Headteacher/Line Manager.</li></ul>	
Duties and Responsibilities	
Please note that tasks are not necessarily listed in order of priority	
<b>Cover</b>	
<ul style="list-style-type: none"><li>• To provide classroom supervision and deliver pre-planned lessons to whole classes in the absence of the teacher.</li><li>• To create an orderly and purposeful environment for students to complete the tasks as set by the classroom teacher in class.</li><li>• Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment.</li><li>• Deal with any immediate problems or emergencies according to the school's policies and procedures.</li><li>• Collect completed work after the lesson and pass to the appropriate teacher.</li><li>• Report, as appropriate using the school's behaviour policy, on the behaviour of students during the class and on any problems arising.</li></ul>	





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- To undertake training in classroom supervision and management on appointment and update as appropriate.
- To support the students in continued good behaviour for learning.
- To record and share information in accordance with school policy.
- To assist in assemblies and tutor time.
- To support on the school's anti-bullying work as directed by pastoral leaders.
- To provide in-class and small group/one on one support for students focusing particularly on progress, behaviour, well-being and attendance.
- To communicate effectively and efficiently with parents.

### Learning Without Limits

- To complete other behaviour for learning intervention work as directed by the pastoral leaders.
- To invigilate internal and external exams when required.
- To accompany visits and field trips as required.

### Professional Development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Be alert to when persistent absence becomes a safeguarding concern and early help may be required
- Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

### Other Responsibilities

**Additional Duties:** Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title. The post holder will be expected to work flexibly and carry out all duties in compliance with school policies.

### Contacts

- There is frequent contact with teaching staff and parents.
- As part of the support staff team there is also regular contact with other non-teaching staff.
- There is also contact with external organisations and suppliers.

