

SPROWSTON COMMUNITY ACADEMY

JOB DESCRIPTION

POST TITLE: Cover Supervisor

RESPONSIBLE TO: Cover Manager
Deputy Headteacher, Teaching and Learning

GRADE: E7 – 11

POSTHOLDER: TBC

Purpose

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 student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

The cover supervision role will normally include other activities, or be part of a wider role in the school, e.g. teaching assistant, technician or administrative roles.

Organisational relationships

Responsible to the Assistant Head teacher, but taking instruction on day to day activities from the Cover co-ordinator responsible for allocating cover.

Main responsibilities

- Supervise students who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues. Main focus is to support students' learning activities and reflect on and develop your own good practice.
- Manage the behaviour of students, in line with the behaviour policy of the school, whilst they are undertaking their work to ensure a constructive environment by promoting positive behaviour.

- Respond to any questions from students about process and procedures so they can continue with their set work, by maintaining the learning environment.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that student/employee safety is assured. To help keep students safe.
- Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
- Report back, using the school's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
- Use of ICT and other multi-media resources to support students' learning.
- Invigilate tests and examinations as required.
- Escort and supervise students on educational visits and out of school activities.
- Develop and maintain positive working relationships with other practitioners.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns through the appropriate channels.
- Participate in training and other learning activities as required.
- Undertake any other responsibility or activities that may fall within the grade and scope of the post as directed by the Head teacher/ Assistant Head teacher.

Working Time

This job description allocates the responsibilities and duties but does not direct the particular amount of time to be spent on carrying them out and no part of it may be construed. The working week of 30 hours is configured in agreement with the Headteacher.

Performance Management

All employees will participate in the academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

Context

Sprowston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1074 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties.

ACCEPTANCE

I acknowledge receipt of this job description of which this is a copy

Signature:.....Date:.....