



The Oaks Academy

JOB DESCRIPTION

JOB TITLE	Cover Supervisor	GRADE	6
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BASIC JOB PURPOSE

Supervise whole classes of students and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

MAIN RESPONSIBILITIES

1	Supervise students who are undertaking work that has been set in accordance with school policy so that teaching and learning continues.
2	Present the work to students in a clear manner, explain any key points to the class and distribute the work to be completed. Circulate the group supporting individual students or small groups in accessing the work. Provide regular whole class or group support as appropriate. Ensure students complete the work with care and pride. Set appropriate homework.
3	Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment. Challenge any inappropriate behaviours, following the school's behaviour policy.
4	Respond to any questions from students about process and procedures so they can continue with their set work.
5	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
6	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
7	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.
8	Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
9	Co-operate with the Multi-Academy Trust on all issues to do with health, safety and welfare.
10	Support the Multi-Academy Trust's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc.

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.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.