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**Job Description**

**Job Title:** Cover Supervisor

**Salary:** Grade 5 SCP 15 - 19

**Responsible to:** Vice Principal

**Hours/weeks:** 32.5 hours per week / Term Time Only + Training Days

**Vision & Purpose:**

To supervise students in the absence of their normal teacher in order that they continue their learning by carrying out a pre-planned exercise.

**Responsible for:**

1. To deliver pre-planned programmes of work to groups of students during the short-term absence of teaching staff.
2. To develop resources with guidance for such times as pre-planned work by the absent teacher is not readily available.
3. To carry out administrative tasks that might be reasonably expected, e.g. photocopying, for designated departments outside of normal school hours as directed by Heads of Departments.
4. To assist in maintaining classroom discipline through the implementation of the Academy’s behaviour management strategies.
5. To be familiar with the whole range of Academy policies, particularly those relating to health and safety, equal opportunities and special educational needs.
6. To support teachers in literacy/numeracy/SEN strategies as required.
7. To monitor and maintain accurate records of all equipment held within the department under the guidance of the Head of Department.
8. To carry out any reasonable tasks as may be required from time to time by the Line Manager.

The post holder must at all times carry out his/her responsibilities with due regard to the Academy’s policy, organisation and arrangements for Health and Safety at Work.

**Performance Development**

Participating in the Academy’s arrangements for performance and professional development and the Academy’s arrangements for quality assurance and internal verification.

**General responsibilities**

To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine.

**CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy 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 busy environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Disclosure & Barring Service check to be undertaken. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, post holders are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this post.**

Signature: ………………………………………………………………..

Print Name: ………………………………………………………………..

Date: ………………………………………………………………..