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|  | | **Cover Supervisor**  **Job Description**  **Grade 4 Salary Point 7 – 11** |
| **Core Purpose** | | |
| **To provide support for the educational and personal needs of students, which ensures that they have equality of access to opportunities to learn and develop.**  **To act as an integral part of the Academy staff team and to support all colleagues in maintaining and developing the ethos, values and expectations of the academy and support agreed Academy policy in all areas** | | |
| **Specific tasks** | | |
| To provide cover for absent teachers by supervising the learning of classes.  To manage the day to day cover for absent teachers using the staff absence procedure and the Bromcom system. | | |
| **Responsibilities and tasks** | | |
| * Ensuring that all planned absences are recorded * Liaison with the Principals’ PA to ensure that they are aware of absent staff * Ensure that all lessons are covered having due regard to the confines of teacher status i.e. NQTs/TeachFirst * To liaise with the College Leader, keeping them abreast of any potential issues * To act in accordance with and in support of the aims and policies of the Academy at all times * To supervise classes on behalf of absent teachers, following schemes of work and lesson plans determined by the class teachers, lead teachers or curriculum leaders and enabling the students to learn effectively * To ensure that registers are taken for all the lessons you are covering. * To assist with lesson planning and short, medium or long term programme planning for whole classes or individual students in allocated departments. * To assist in the health, personal and social development of students. * To help to ensure that high standards of cleanliness are maintained in classrooms and corridors. * To assist in administrative tasks such as data entry and maintenance of display boards * If no cover is required during a particular lesson, you will be expected to support curriculum areas completing tasks such as filing, entering data and displays. You will also be expected to carry out supervisory duties at various times of the day. | | |
| **Generic Responsibilities:**   * To undertake other non-strategic duties or responsibilities reasonably required by the Academy Principal or relevant Team Leader. * A positive attitude and commitment to continuous improvement. * A positive commitment to team working and participation. * Excellent communication skills. | | |
| **Supervisory Responsibility** | None | |
| **Line Manager:** | College Leader | |
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