



Lincolnshire Gateway Academies Trust

Name:

This job description outlines the general duties and responsibilities of this post. The job description is not exhaustive; it fits with the Academy's ethos to promote performance management and quality service.

Job Title – Cover Supervisor

Responsible to – Cover Co-ordinator / Leadership

Job Overview

Cover supervisors are appointed to supervise students carrying out pre-prepared work for teachers who are absent.

Main Responsibilities

Under the direct leadership and supervision of the teacher, or line manager, within the agreed educational plan and framework of the Trust's agreed policies and procedures, the postholder will undertake a range of duties, which may include:

1. To supervise the classes or tutor groups of absent teachers
2. To explain clearly to students the work set by the teacher and to help students with organisation of resources
3. To maintain high standards of behaviour in the classroom
4. To ensure students remain on task and to maintain the conditions for the completion of the work required by the class teacher
5. To maintain a safe secure environment where all students can undertake tasks set
6. To discuss work set with students and answer questions
7. To help students complete work and allocate extension exercises where appropriate
8. To ensure the Behaviour Management Policy and Conduct are followed including rewards and sanctions
9. To ensure there is a prompt and orderly start to the lesson and students are dismissed according to the Academy policy
10. To complete a class registration at the beginning of the lesson on SIMS



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11. To assist students in the organisation of their work and to ensure that students have the correct equipment to undertake the tasks set
12. To liaise closely with the Subject Leaders, Leadership Team members and Cover Co-ordinator who assign classes
13. To oversee dismissal of students at the end of the school day in a designated area
14. To be involved in invigilation duties as required
15. To attend training as required
16. To provide support in the classroom with a teacher or other activities around the Academy as required, school display and other administrative activities at times when no cover, supervision or invigilation is required

General

17. The duties and responsibilities in this job description are not restrictive and the postholder may be required to undertake any other duties which correspond to the general character of the post and are commensurate with its level of responsibility.
18. The postholder must carry out his/her duties with full regard to the Trust's Equal Opportunities policy.
19. The postholder must carry out his/her duties with full regard to the Trust's Health and Safety procedures.