

***A community of inspiration, excellence and opportunities for all to grow***

JOB DESCRIPTION			
Job Title	Cover Supervisor		
Post Holder		Reports to	Assistant Principal
Grade	Band E	Hours/week	37 hours
		Weeks/year	39

**Job outcome:**

To supervise and deliver prepared lessons in the absence of a class teacher, ensuring that in doing so the students learning and development is continued and maintained.

**Duties and responsibilities:**

To carry out duties and responsibilities in accordance with the Education Act 2002, with particular regard to the regulations made under Section 133 and the statutory responsibilities of the Governing Bodies of Academies.

- In the absence of a teacher provide supervision of, and be solely responsible for, a class of students during lesson time.
- To implement the Academy Behaviour for Learning strategy maintaining a positive learning environment and positive professional relationships with students
- To be aware of and implement when necessary, The Academy's Child Protection and Safeguarding procedures.
- Promote the inclusion and acceptance of students within the classroom and Academy.
- Ensure the health, safety and welfare of students is maintained at all times.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.
- Liaise with teachers and other relevant professionals regarding the work set for a class.
- Communicate the work set by the class teacher to students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- Provide feedback to students in relation to progress and achievement.
- Motivate students to complete learning activities.
- Collect completed work after the lesson and return it to the class teacher / head of department as appropriate. Report back to the class teacher and/or Head of Department as appropriate on the progress of students during lessons.
- Leave the room in good order at the end of the lesson.
- Invigilate examinations.
- Accompany teaching staff and students on educational visits.

- Contribute to the overall ethos, aims and work of the Academy.
- Be aware of, uphold, and contribute towards the development of the Academy's policies and procedures.
- Participate in appropriate Academy-based meetings and training activities.
- Undertake any administrative duties relevant and appropriate to this post.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

### **Methods of working**

The post holder will be expected to:

- Take an active part in appraising their own work against agreed priorities and targets in accordance with the Academy's performance management and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Maintain confidentiality at all times and to observe data protection guidelines;
- Understand and comply with the Academy's equal opportunities and other policies;
- Comply with all health and safety policy and legislation in the performance of their duties and responsibilities.

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**The purpose of this job description is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this job description may be reviewed and could be subject to change during the course of employment.**

**ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**