



Job Description for Cover Supervisor

Grade	Scale 4 (SCP 7-11)
Salary	£20,092 - £21,748 (pro rata)
Contract and Hours	32.5 hours, 39 weeks
Annual Leave	Academy holidays
Disclosure Level	Enhanced
Accountable To	Assistant Head (Assessment, Reporting and Timetable)
General Scope of the Post	<p>To ensure the health, safety and wellbeing of students, the maintenance of good behaviour, discipline and good conditions for learning.</p> <p>To assist with the day to day aspects of the pastoral system across the school.</p>
Key Tasks and Responsibilities	
<ul style="list-style-type: none">- Supervision of assigned groups or classes with work set by the relevant Head of Department.- Supervision of students at the beginning of the school day, lunchtimes and during breaks if required.- Provision of cover for staff absence.- Cover during registration as required, including completion of the register, reading out of school notices and attending assemblies whenever applicable.- Provision of administrative or Learning Assistant support as required.- Examination invigilation as required.- Undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the Academy.	
Management / Supervision	
None.	
Creativity and Innovation	
Post holder must understand and utilise a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.	



Creativity and innovation is a feature of the job exercised within a general framework of recognised procedures according to policy. Post holder will be expected to reflect on practice and develop their role.

Contact and Relationships

Daily contact with students, Head Teacher and other employees of the Academy.

Decisions – Discretion

The post holder must act in accordance with Academy policies and procedures, such as rewards, behaviour and relevant legislation, particularly in relation to child protection and safeguarding. Decisions will be made and judgement exercised within these guidelines from a range of established alternatives.

Decisions – Consequences

Impact would be quickly and easily identified and rectified. However, some actions could have a longer term and more significant impact on the Academy internally and externally.

Resources

No responsibility for resources.

Work Demands

Tasks may be interchanged and interrupted but not involving any significant change to the overall programme.

Physical Demands

School based, physical effort required.

Working Conditions

Work normally performed in a heated, lit and ventilated environment.

Work Context

Potential risk to wellbeing through management of student behaviour.

Knowledge / Skills

- GCSE or equivalent in 3-5 subjects.
- Previous experience of similar duties would be an advantage.
- ICT skills required.

General

Equal Opportunities

- The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

Health and Safety



- The post holder is required to carry out the duties in accordance with the Academy's Health and Safety policies and procedures.