



Job Description

Post Title:	Cover Supervisor
Responsible to:	The post holder is directly accountable to the Deputy Headteacher
Grade	Scale 4 (pro-rata)
Principle Responsibilities	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none">• Uphold and promote Academy aims and policies;• Support the academy by proving cover for lessons as and when required;• Provide appropriate support as directed when cover is not required.
Main Duties	<p>The post holder will be required to:</p> <ul style="list-style-type: none">• Uphold the academy ethos, procedures and expectations;• Supervise student learning under the direction of the cover manager for short term planned and unplanned absences;• Communicate the work from the appropriate teaching staff to students;• Follow any instructions from the teaching staff regarding the work that is set;• Promote positive student behaviour and conduct;• To promote the inclusion and acceptance of all pupils within the classroom;• To provide accurate and effective feedback and reports to the teaching staff on pupil achievement and progress;• Follow correct behaviour management procedures ensuring positive student behaviour and conduct is promoted;• Maintain an appropriate learning environment in the classroom;• Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;• Demonstrate a thorough understanding of safeguarding policies and procedures, and their application within an educational setting/environment;• Invigilation of exams;• Accompany staff on school visits;• Support the after-school programme;• Support students with identified needs;• To support lunchtime duties;• To undertake the role of a form tutor.
Personal Responsibilities	<p>The post holder will:</p> <ul style="list-style-type: none">• Support the Academy in ensuring that communication within the Academy is effective;• Support staff when required;• Participate in performance management, coaching and CPD.
Stakeholder Responsibilities	<ul style="list-style-type: none">• To act as a role model for students by demonstrating own high quality conduct and expectations;• To communicate any issues/concerns to the relevant person;• Follow up on any communication from parents/carers where appropriate.
Accountability	<ul style="list-style-type: none">• To regularly review own practice, set personal targets and take responsibility for own personal development.
Strengthening communities	<ul style="list-style-type: none">• Possess a 'can do' approach to departmental/school improvement and excellence;• Be an excellent communicator;• Work positively and in partnership with parents, governors and the community;• Support Biddick Academy's climate for learning.

Generic Responsibilities	<p>The post holder will:</p> <ul style="list-style-type: none">• Be an excellent role model for students and staff;• Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities;• Attend Academy events and activities;• While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;• Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.