

JOB DESCRIPTION

Post title:	Cover Supervisor
Academy:	Excelsior Academy
Reporting to:	School Principal
Salary/Pay range:	£20,255 (full time equivalent), £17,762.08 (actual)
Hours of work:	37 hours per week, term time only

Purpose of Job

To cover whole classes during short-term, occasional absences of a class teacher, undertaking work that has been set in accordance with the academy policy/practice.

Main Duties and Responsibilities

- To provide general support to class teacher(s) in the management and organisation of pupils and classrooms.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- Implement the academy policies and procedures with regards to learning, attendance and behaviour.
- Work directly with pupils, including those with poor or challenging behaviour in a variety of settings including one to one, small group and in class support. This will include planned provision as well as responding to situations that might arise on a day-to-day basis.
- Contribute to academy target setting, tracking and monitoring pupils' behaviour and attitude to learning and work with staff to set targets and monitor progress in these areas.
- Support the work of the Academy Attendance Leader by collecting identified pupils from their home and bringing them in to Excelsior Academy and if necessary, take them home at the end of the session.

Other Duties

- Any other duties as may reasonably be requested by the School Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with Academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2018 where required.