Leigh Academy Blackheath

Job Description

Position: **Cover Supervisor**
Responsible to: **Principal**

Role purpose: To supervise whole classes during short-term absence of teachers. Cover Supervisors will give instructions for a lesson as provided by a teacher. The Cover Supervisor will ensure the good behaviour of the students and make sure the students engage in the learning activity. The post holder will be required to respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour, but will not be expected to undertake any planning, preparation or assessment of students' progress and/or development. Cover Supervisors will be subject to general supervision and will act under the professional direction of teachers.

Key Responsibilities

Principal responsibilities

- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved also ensuring inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Ensure the objectives are achieved by the students within a safe and secure environment.
- Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- During periods when no cover is required, Cover Supervisors will support the academy with general administrative duties as requested.

Professional development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the Academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence.

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Professional Values and Practice

- To support the Academy's responsibility to provide and monitor opportunities for the personal and academic growth of students.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the Academy.
- To be proficient in the application of literacy, numeracy and Academy.
- To safeguard the health and safety of all students both on the Academy premises and when engaged in authorised Academy activities elsewhere.
- Contribute to the effective running of the Academy.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.