Job Title: **Cover Supervisor**

Location: The Carlton Academy

Hours of Work: Term time only

Responsible to: Assistant Head Teacher – Data and Achievement

Post Objective: To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. To provide pastoral support through the House and Tutor system. To act as a Tutor or Tutor cover as required. When not being used for cover, provide administrative support to the academy.

Main Duties and Responsibilities:

Class Supervision

- Supervising the students on work left in accordance with the academy policy.
- Assisting in preparing the learning environment and the materials used therein.
- Assisting with the management of student behaviour to ensure a constructive working environment.
- Responding to students about the work that has been set, providing students with generic support (eg literacy, numeracy, IT) to help them complete set work.
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson.
- Supervising entry and departure of students in accordance with academy policy.
- Recording and reporting attendance at lessons in accordance with academy policy.
- Reporting back as appropriate using the academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties which might be reasonably being regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.