



JOB DESCRIPTION

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| Establishment: | Brockington College |
| Job Title: | Cover Supervisor |
| Grade: | 7 |
| Responsible To: | Staffing Manager |
| Key Relationships/ Liaison with: | Teachers, other classroom support staff |
| Job Purpose: | To work with classes across the curriculum in the absence of teaching staff to ensure that work set by teaching staff is completed, behaviour is appropriate and to ensure the health and safety of all students. To supervise students in detention. |

MAIN DUTIES AND RESPONSIBILITIES:

1. In the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in learning activity that has been set by a teacher.
2. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school/college policy.
3. To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
4. To liaise with teachers / other relevant staff with regard to work set for a class, and ensuring you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
5. To feedback to the class teacher on student engagement with the set work and also on any issues that may have arisen during the covered lesson(s).
6. To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plan.
7. To support the maintenance of an activity bank, contributing general activities as appropriate, which can be drawn upon in the event that students complete pre-set work more quickly than expected, in order to ensure that pupils are engaged in constructive activity.
8. To contribute to the development and review of relevant policies (e.g. cover, behaviour management, etc).
9. To assist in the evaluation of the impact of covered lessons on students and throughout the school.
10. To undertake student registration of a class, as required.
11. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
12. To develop positive relationships with colleagues, providing consistent and effective support and to work constructively as a member of the school staff team.

13. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
14. To assist in the creation and maintenance of curriculum resources and the creation of visual displays in order to ensure a relevant physical learning environment.
15. To escort and supervise students on educational visits and out of school activities, ensuring their health, safety and wellbeing.
16. To invigilate internal and external tests and examinations under formal conditions.
17. When not required, to undertake any responsibility falling within the above, cover supervisors may be directed to provide additional support in the school, in accordance with the duties of grade 7 or lower graded jobs, for which they are suitably skilled/qualified.
18. To undertake midday supervision duties.
19. To undertake first aid training and provide cover for general first aid across the college if and when required.
20. To undertake administrative duties relevant to the role.
21. To perform any task or duty under the reasonable direction of the Principal

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a Disclosure and Barring Service check being carried out at an enhanced level regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

All new appointees are employees of Embrace Multi Academy Trust. Our contract of employment contains a mobility clause stating that your normal place of work is at Brockington College, but that the trust may reasonably require you to be based at other academies within the trust.

Brockington College will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable candidate with a disability.