

HORIZONS SPECIALIST ACADEMY TRUST

Hollis Academy

POST TITLE: COVER SUPERVISOR

GRADE: H

REPORTS TO: Head of Provision

JOB PURPOSE:

To work under the guidance of teaching/senior management and within an agreed system.

The post holder will supervise whole classes during the short-term absence of teachers. The primary focus will be to manage behaviour and to keep students on task. Cover supervisors will need to respond to questions and generally assist students to undertake successfully the set activities.

Where cover is not required, the cover supervisor will carry out other appropriate support tasks.

Main duties/responsibilities:

- Supervising whole classes of students in accordance with school policy
- Managing the behaviour of students whilst they are pursuing their studies, thereby ensuring a positive and appropriate working environment.
- Responding to any questions from students about processes and procedures and the work set.
- Recording and reporting attendance at lessons in accordance with school policy.
- Assisting in exam invigilation under the supervision of the examinations office
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting work after the lesson and ensuring its return to the appropriate member of staff.
- Provide feedback to pupils in relation to progress and achievement.
- Reporting, as appropriate, using the school's procedures for rewards and sanctions, on the behaviour of students during the class, and any issues arising.
- Supervising students on visits and out-of-school activities that fall within the normal hours of work of the post holder.
- Following school policies and procedures especially those relating to Safeguarding, confidentiality and data protection, reporting all concerns to an appropriate person.

- Respecting confidential issues linked to home/pupils/teacher/school work and to keep confidences as appropriate.
- Developing and promoting positive relationships with pupils, acting as a role model and setting high expectations.
- Establishing constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Contributing to the overall ethos of the school and be an effective role-model for students.
- Attending and participate in meetings as required.
- Participating in training and other learning activities and performance learning as required.
- To comply with health and safety policy and systems, report any incidents/accidents/hazards, and take a pro-active approach to health and safety matters in order to protect self and others.
- To carry out duties with full regard to the Equal Opportunities and Racial Equality policies, to ensure that students and colleagues are treated in a fair and consistent manner.
- To undertake such duties, commensurate with the grade of the post and/or hours of work as may reasonably be required.