

## Job Description

### Post: Cover Supervisor

#### Purpose

To challenge educational and social disadvantage in the North.

#### Duties and Responsibilities

- Cover lessons in the absence of the timetabled teacher.
- In accordance with set cover work, deliver lessons which are appropriate to the age and ability of the students so as to facilitate progression in students' learning.
- Ensure that teaching is broad, balanced, relevant, motivational and appropriately differentiated in order to maximise the academic potential of all students.
- Ensure that the resources required to effectively deliver the covered lessons are available.
- Promote and maintain discipline in accordance with the rules and behaviour policy of the academy.
- Provide feedback that moves learning forward.
- Ensure that homework is set, where appropriate, and monitored.
- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- Collect completed work at the end of the lesson and return it to the appropriate teacher / subject leader.
- Provide objective and accurate feedback to the appropriate colleague on student conduct and work completion within the lesson.
- Support individual students or small groups, including those with individual needs, as identified by the subject leader.
- Supervise students on visits, trips and out of school activities.
- Maintain records as requested by the subject leader.
- Participate in the academy coaching process.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Engage fully in the academy professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies and contribute to decision-making and consultation procedures.
- Carry out any other reasonable duties as requested by the principal.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***