



Co-op Academy
Bebington

Academy Cover Supervisor Job Description

Band: E (Scp: 8-11) 36 hours per week, Term Time only (38 weeks p.a.)

Reports to: Head's PA / HR Advisor / Cover Manager

Responsibility for: The post holder does not have any staff reporting to them nor are they a budget holder.

Job Purpose

To provide a daily cover service as directed by the line manager and assist with the education and care of the students in the school. To ensure students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks to minimise the effect of the teacher's absence upon the student's learning.

Specific Duties and Responsibilities

- Register each class
 - Supervise students with work left in accordance with the Academy policy.
 - Assist in preparing the learning environment and materials used therein.
 - Assist with the management of student behaviour to ensure a constructive working environment.
 - Collect all work completed after the lesson and return to an agreed person/place.
 - Leave the classroom in good order at the end of each lesson.
 - Supervise entry and departure of students in accordance with Academy policy.
 - Record and report attendance at lessons in accordance with Academy policy.
 - Assist in exam invigilation as required.
 - Report poor student behaviour during lessons using the Academy agreed referral procedures, also report any other issue arising.
 - Deal with any immediate problem or emergency according to the Academy policies and procedures.
 - Follow all Academy policies and procedures especially those relating to Child Protection, Health & Safety and Data Protection (GDPR).
 - Respect confidential issues linked to home/students/teacher/school/work and keep confidences as appropriate.
 - Attend staff in-service training, as appropriate.
 - Carry out staff duties
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The Academy benefits from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Headteachers may require particular additional duties to be undertaken to suit specific requirements and these may be incorporated in the role as long as they are at a similar and appropriate level to the other listed duties.



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General requirements

- To uphold the Academy Equality and Health and Safety Policy.
- To understand the requirements of Data Protection and maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
- To carry out any other duties commensurate with the grading of the post as may be decided by the Headteacher and Governors.

-This document conveys a full and accurate description of the job-

Signed:

Postholder

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Line Manager

Date:
