



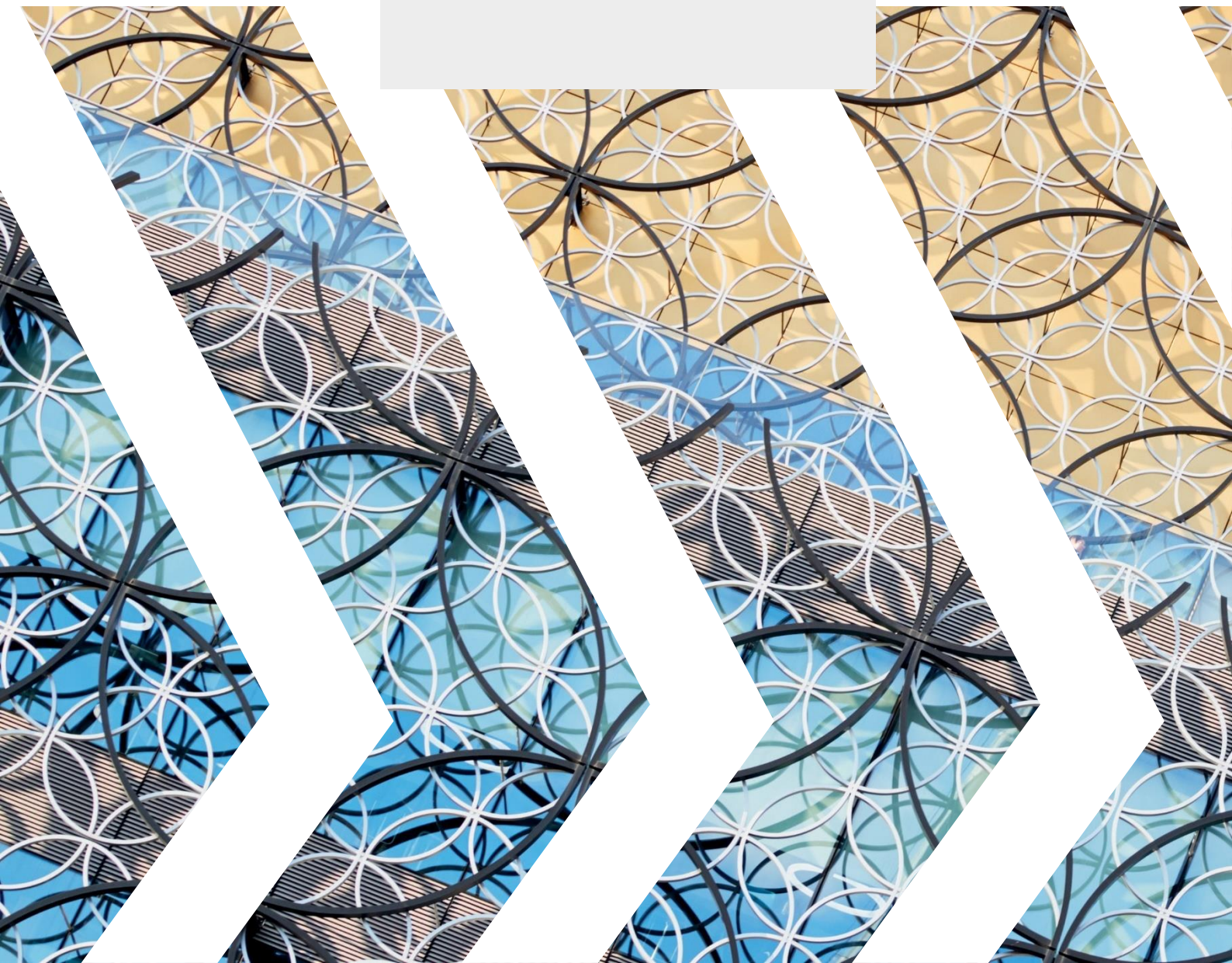
FAIRFAX

MULTI-ACADEMY TRUST



Cover Supervisor

JOB DESCRIPTION



JOB DESCRIPTION

Cover Supervisor

JOB PURPOSE

To supervise whole classes during the absence of the class teacher under the guidance of teaching/senior staff; including implementing work programmes, managing student behaviours and assisting students in relevant activities in line with the Academy's policies and procedures.

MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THE POST

- Deliver effective and engaging lessons based on lesson plans and materials provided by absent teachers
- Contribute to the behavioural philosophy of the school, cultivating a safe and respectful learning environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the Academy's agreed referral procedures on the behaviour of students during the class, and any issues arising
- Provide administrative support with lesson cover e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and students on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- Participate in student enrichment and extra-curricular activities
- As required and under the guidance of teaching/senior staff, undertake a range of other activities to support students learning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.
- Establish and maintain appropriate records of students' progress and investigate, as appropriate, the cause of any failure to meet targets set
- To work in partnership with staff and parents to identify and address student concerns
- To encourage students to develop social and independence skills whilst providing support when it is needed
- Attendance at appropriate staff meetings and parent's evenings
- To undertake break time and lunchtime supervision duties
- To support after-school homework club
- Act as a role model, setting high expectations of conduct and behaviour
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

GENERAL

- Promote and safeguard the welfare of students you come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training, other learning activities and performance development as required
- Engage actively in the performance review process
- Perform any other such duties as the Head of Academy may from time to time determine

I have read and accept this job description

Signature:

Print Name:

Date:

ENRICHING **LIVES;** TRANSFORMING FUTURES

EXCELLENCE.

DEDICATION.

AMBITION.

INTEGRITY.

TRADITION.

