



# Quarrydale Academy

## Job Description

### 1. Title of Post

Cover Supervisor

### 2. Name of Employee

### 3. Salary

Grade 3, spinal column points 14-18 (£17,681-£18,870).

Part Time, 32.5 hours per week, Term Time Only (39 weeks).

Actual Salary (pro rata for part time, term time only) £13,082 - £13,961

### 4. Accountable and Responsible To:

Responsible to the Senior Leadership Team link through the Academy's Line Management structure (see staff handbook).

### 5. Main Purpose of the Job

To provide cover supervision of students for absent teaching staff by delivering set curriculum work within a classroom environment. To undertake other non-teaching duties as directed during non-cover lessons.

### 6. Responsible for the Following Key Tasks:

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

#### Key duties and responsibilities:

1. Supervising students on set work left in accordance with the Academy policy
2. Preparing the learning environment and the materials used therein
3. Managing student behaviour to ensure a constructive working environment
4. Responding to students about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place

6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of the students in accordance with Academy policy
8. Recording and reporting on attendance at lessons in accordance with Academy policy
9. Exam invigilation under the supervision of the Examinations Officer
10. Reporting back as appropriate using the Academy's agreed referral procedures on the behaviour of pupils during the class and any other issue arising
11. At times when not doing the above, doing general administration tasks and display work for specific departments / year teams as required

**All staff:**

1. Be aware of and comply with the Academy's policies and procedures.
2. Comply with the requirements of Data Protection and other legislation specifically relating to personal records.
3. Contribute towards the priorities identified in Academy Improvement Plan and the overall ethos/aims of the Academy.
4. Comply with relevant improvement processes to support the continuous development of staff and Academy.
5. To participate in appropriate staff meetings and training sessions where required, as identified by the Headteacher.
6. Seek win-win solutions.
7. Be a positive voice for the Academy in the community.
8. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

**Health and Safety:**

9. Comply with all statutory requirements in relation to Health & Safety and be aware and comply with the Academy's Health & Safety policy.
10. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility.

**Continuing Professional Learning:**

12. Actively engage and seek opportunities to improve own professional learning.
13. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Governors.

#### **7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 January 2017. The contents have been agreed in consultation with the post-holder/s and the Academy.