

## WOODHAM ACADEMY

### JOB DESCRIPTION – COVER SUPERVISOR

**Grade:** Grade 3      **Point:** 12-16 pro-rata

**Hours:** 37 hours per week term-time only (+ 1 week)  
**Standard hours:** Monday – Thursday 8.30am – 5.00pm  
Friday 8.30am – 4.30pm

**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 The post holder will supervise whole classes during the short-term absence of teachers, groups of students who are withdrawn from the timetable and complement the work of Student Support. The primary focus will be to maintain good order and to keep students on task. Cover Supervisors will need to respond to questions and generally assist students to undertake set activities.

Where cover is not required, the cover supervisor will carry out such functions of a teaching assistant or administrative / clerical functions as are commensurate with the grade of the post.

**Responsible to:** Deputy Headteacher

### MAIN DUTIES & RESPONSIBILITIES

- Supervising whole classes of students in accordance with school policy.
- Supervising groups of students or individuals withdrawn from their normal timetable.
- Managing the behaviour of students whilst they are undertaking this work to ensure a constructive working environment.
- Responding to any questions from students about processes and procedures and the work set.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate member of staff.
- Reporting, as appropriate, using the school's agreed referral procedures on the behaviour of students during the class and any issues arising.
- Supervising students on visits, trips and out of school activities that fall within the normal hours of work of the post holder.

- Provide any first aid support, as and when necessary.
- To keep first aid training and knowledge up to date, undertaking regular training as required.
- To liaise with the Office Manager to produce accident reports and to ensure records are kept.
- To assist in the supervision of students in the Learning Centre.
- Contribute to the overall ethos / work / aims of the school.
- To assist in preparing the learning environment and the materials used therein.
- To leave the room in good order at the end of the lesson.
- To carry out such functions of a teaching assistant or administrative/clerical officer where cover is not required.
- To assist in the behaviour management of the college by undertaking any assigned duties.
- To assist in exam invigilation under the supervision of the examinations officer.
- To assist in the day-to-day management of Student Support.
- To respect confidential issued linked to home/students/teacher/school work and to keep confidences as appropriate.
- To undertake such 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 shall be incorporated into the job description in specific terms following consultation with the recognised trade unions.

<p>Woodham Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.</p>
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The post is subject to enhanced disclosure, the successful applicant will be subject to relevant vetting checks before an offer of appointment is made.

Signed ..... Date.....