



Academy @ Worden

Job Description

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor – Casual Basis
GRADE:	£15.00 per hour (subject to qualification and experience)
LOCATION:	Academy@Worden, Westfield Drive, Leyland, PR25 1QX
RESPONSIBLE TO:	Cover Manager
STAFF RESPONSIBLE FOR:	N/A

JOB PURPOSE: **The main objectives to be achieved by the Postholder**

To supervise students in the absence of a teacher to enable them to continue their learning by carrying out a pre-prepared exercise under supervision.

MAIN ACTIVITIES

Administrative/Teacher/Student Support

- To supervise work that has been set in accordance with the school policy
- To manage the behaviour of students whilst they are undertaking the work to ensure a constructive environment in accordance with the school's Behaviour Policy.
- To respond to any questions from students about process and procedures
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and returning it to the appropriate teacher
- To report back as appropriate using the school's agreed referral procedures on the progress of students during the class and any issues arising.
- To access the school's Management Information System in accordance with the school's Behaviour Policy, including the input of data relating to behaviour of students
- To undertake registration of classes at the beginning of every session.

Other Duties

- To work within school policies and procedures.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.

Note: **In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.**

Agreed by: Headteacher Apr 17

