



# Holbrook Academy

## Cover Supervisor Job Description and Person Specification

|                      |                         |
|----------------------|-------------------------|
| <b>NAME</b>          |                         |
| <b>JOB TITLE</b>     | <b>Cover Supervisor</b> |
| <b>LINE MANAGER</b>  |                         |
| <b>LINE MANAGING</b> |                         |

### KEY RESPONSIBILITY :

To deliver lessons across the curriculum in keeping with Academy teaching and learning policy and as directed.

### SPECIFIC RESPONSIBILITIES:

1. To deliver lessons and to keep registers, records, resources and work from the lesson and return this to the appropriate member of staff.
2. To use information provided by the classroom teacher to adapt and differentiate learning materials for individual students with SEND or other specific learning needs, feeding back to the appropriate staff member.
3. To maintain the expectations and routines of the Academy and class room teacher to support continuity of learning.
4. To create a positive learning environment and manage the behaviour of students during cover lessons in keeping with the Academy policies and report any behaviour incidents using the Academy's referral procedures and Go4Schools.
5. To use the Academy rewards and sanctions procedures to encourage students with their learning and promote an ethos of success.
6. When necessary, for example, when covering a longer period of absence, to support Heads of Department with the setting and marking of student work to ensure continuity and consistency for classroom learners.
7. To set home learning tasks in keeping with Academy policy. When covering for longer period of absence, to set and collect home learning, keep records and update teaching records accordingly.
8. To develop skills and attend relevant cpd opportunities, both within the Academy and as offered by external training providers, as directed by line manager.
9. To follow the Academy's safeguarding procedures and ensure that students are safe and that students feel able and supported.
10. Any other duties consistent with this job description required by the Headteacher.

## **PERSON SPECIFICATION**

1. No relevant teaching qualification required but experience of working with small and large groups necessary together with a willingness to engage in professional training to develop skills.
2. GCSE passes in Maths and English at grade 'C' or above. Candidates with A Levels or equivalent and graduates in any subject discipline will have an advantage.
3. Excellent communication skills and proven ability to relate well to students.
4. Ability to use initiative and to adapt lesson plans to meet the needs of individuals with specific learning difficulties.
5. An understanding of safeguarding procedures and practices.
6. Ability to respond quickly and effectively to changing situations.