

## JOB DESCRIPTION

<b>Post Title:</b>	Cover Supervisor
<b>School:</b>	Dawlish College
<b>Working Hours:</b>	<b>7.4</b> hours per week (Thursday or Friday) <b>38 weeks</b> a year
<b>Salary Grade:</b>	Scale <b>4</b> Point <b>7-11</b> (Full Time Equivalent £20,092-£21,748 p.a pro rata), Actual Annual Pay £3,345
<b>Contract Type:</b>	Permanent
<b>Responsible to:</b>	Assistant Headteacher

### Role Description

To provide continuity of learning through the administration of cover and the supervision of whole classes during the short-term absences of teachers. To provide wider support within specified areas to ensure continuity of student learning and progression.

As a member of the College's support staff, to ensure proficiency in the core business operations of the College, enabling student learning to remain at the centre of everything we do. Ensuring 'best value' and compliance with the appropriate procedures and policies at all times. As a key member of the support team to work collaboratively with colleagues to achieve the College's objectives.

### Job Description

- To supervise the learning of whole classes in all subjects across the College where the activities have been planned by teachers
- To supervise tutor periods, where necessary
- To provide key staff with relevant information about student performance during supervised sessions in order to ensure they are informed of the student's progress
- To take part in appropriate meetings and training as identified by Dawlish College
- To support the corporate life of Dawlish College and project a positive image of the College
- To be committed and sensitive in ensuring the equality of opportunity of students

When not required to supervise whole classes or tutor groups the Cover Supervisor will be expected to assist in supporting student learning in a variety of specified areas, in accordance with College requirements. This may include:

- assisting key staff in the management of the Accelerated Reader Programme
- assisting key staff in the planning, monitoring and delivery of interventions targeted within the Pupil Premium and catch up programmes
- provision of cover in the isolation space
- exam invigilation

**Support Team**

- To support the achievement of the College’s objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required.

**Other Duties**

- To follow the College’s ICT policy for the safe use of ICT
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college’s safeguarding policies.
- To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person.
- To work in compliance with the Codes of Conduct, Regulations and policies of the College and its commitment to equal opportunities
- To comply with the College’s Health & Safety policy and statutory requirements as detailed in the Health & Safety at Work manual.
- To undertake training and personal development as and when identified by Line Manager.
- To undertake any other duties as deemed appropriate by the Principal.

**This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**

**This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.**

Signed: .....Date: .....

Signed: .....Date: .....

Estuaries Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.