

**The Harefield Academy**  
*Achievement through Active Learning*

**Job Description**

<b>Post:</b>	Cover Supervisor
<b>Main Purpose of the job:</b>	To relieve members of the teaching staff from a number of duties, including covering for absent colleagues and invigilating examinations.
<b>Responsible to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Arranging cover each day and supporting any external supply teachers, providing cover in the absence of teaching staff. Provide analysis of cover across the year.
<b>School Type:</b>	The Academy is a publicly funded independent secondary school for pupils aged 11 to 18.
<b>Grade:</b>	As agreed

**General**

- All post holders will have access to performance management systems and support.
- Specific tasks and targets are negotiated and reviewed annually.
- This job description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.
- General tasks are varied from time to time to take into account the changing nature of The Academy and demands made upon it. Such changes are a normal part of the post and, as such, do not constitute a change to the general job description.
- Follow The Academy's standards, policies, systems and procedures in relation to students, health and safety and personnel.
- Set a personal example that contributes to the positive ethos of The Academy.

**There is an expectation that all adults who work at The Harefield Academy will:**

- Create opportunities to support The Academy vision.
- Have respect and care for students and all other adults.
- Set the highest possible standards through the ways in which we behave, talk to each other and strive for excellence in all that we do.

**Job Purpose**

- To arrange cover to support the day to day teaching of the students, by arranging who will cover classes and ensuring the cover work has been distributed.
- Contacting supply agencies when we know we will be short staffed to arrange for cover teachers to be supported on their arrival.
- To liaise with DOLs on expected standards of cover and ensuring it is available, easy to access and suitable for purpose.
- To share with staff who is absent and inform SLT, HR and The data Manager the reasons for absence.
- To supervise a class of students when the timetabled member of the teaching staff is absent.
- To explain to the students the work set by the absent teacher.
- To help students with the organisation of the work set and the materials and resources provided.
- To ensure an orderly start and finish to the lesson and to ensure students remain focused on the set work.
- To complete duties as per the Academy duty rota
- To support with the behaviour policy and ensure that students are sanctioned and rewarded as per the ladder of consequence.
- To carry out any task with the level of the post as requested by the Headteacher to support the day to day provision within The Academy.

**Other Duties**

Be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be decided by the Headteacher or Governors in accordance with the changing needs of The Academy.

**Academy Ethos**

- To play a full part in the life of The Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Promote actively The Academy's policies.
- Comply with The Academy's health and safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Date:** \_\_\_\_\_

**Name and Signature (Postholder):** \_\_\_\_\_

**Name and Signature (Headteacher):** \_\_\_\_\_