

**Great Academy Ashton**  
(Part of Great Academies Education Trust)

**JOB DESCRIPTION**

<b>Post:</b>	<b>Cover Supervisor</b>
<b>Reporting to:</b>	Assistant Principal – Staffing and Personnel
<b>Salary Scale:</b>	Band 7
<b>Academy Type:</b>	The Academy is a publicly funded independent secondary Academy for students aged 11 – 16

**JOB PURPOSE**

To supervise whole classes in the absence of the teacher, ensuring students remain on-task and achieve the set learning objectives.

**KEY RESPONSIBILITIES**

- Lead the lesson in accordance with the lesson plan provided.
- Use specialist skills / training / experience to support students.
- Assist with the development of resources for use within the classroom.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Provide feedback to students in relation to progress and achievement.
- Manage behaviour within the classroom and the wider Academy in accordance with Academy policy.
- Implement agreed learning activities / teaching programmes, adjusting activities according to student response / need.
- Help students to access learning activities through specialist support.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement and progress, ensuring the availability of appropriate evidence.
- Maintain and update records.
- Undertake marking of students' work, accurately recording achievement and progress.
- Deal promptly and appropriately with behaviour incidents in accordance with policy.
- Administer and assess routine tests and invigilate exams and tests.
- Supervise students on trips and visits and out of school activities.
- Update displays and information around the school.
- Support the use of ICT in learning activities.
- Prepare, maintain, and use equipment and resources to meet the lesson plans and support learners in their use.
- Support the duty team with behaviour support around the academy.

## **OTHER DUTIES AND RESPONSIBILITIES (Generic to all posts)**

- To promote the Academy as an inclusive institution which celebrates diversity and engages all learners and staff.
- Oversee the pastoral needs of all students taught, passing on any concerns to appropriate members of staff.
- To set an example to students in terms of conduct and personal presentation.
- To support the ethos of the Academy.
- Keep up to date with safeguarding and child protection and deal appropriately with such issues, passing relevant concerns on, in accordance with Academy procedures.
- To comply with all relevant Academy policies and procedures, including those relating to Health and Safety, Data Protection and Safeguarding.
- To actively participate in relevant Academy processes including appraisal.
- To undertake relevant CPD as agreed with line manager and to attend relevant meetings.
- To support the Academy links with the community.

***This post is subject to enhanced disclosure.***

***Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.***

***This job description is current at the date shown but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.***