



“Brookfield Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

<b>Post title</b>	<b>Cover Supervisor</b>
<b>Reporting to</b>	Assistant Headteacher and Operations Manager
<b>Contract type</b>	Permanent, Full Time (37 hours per week), Term Time only (39 weeks)
<b>Job Purpose:</b>	
<ul style="list-style-type: none"> <li>▪ To provide classroom supervision in the event of teaching staff being absent from work or otherwise unavailable. To provide cover for on call and internal exclusion</li> <li>▪ When not being used for cover, provide administrative support to the teaching staff of a designated faculty</li> </ul>	
<b>Main Duties and Responsibilities:</b>	
<b>Class Supervision</b>	<ul style="list-style-type: none"> <li>▪ Supervising the students on work left in accordance with the school policy</li> <li>▪ Assisting in preparing the learning environment and the materials used therein</li> <li>▪ Assisting with the management of student behaviour to ensure a constructive working environment</li> <li>▪ Responding to students about the work that has been set, providing students with generic support (e.g. literacy, numeracy, IT) to help them complete set work</li> <li>▪ Collecting any work completed after the lesson and returning it to an agreed person/place</li> <li>▪ Leaving the room in good order at the end of the lesson</li> <li>▪ Supervising entry and departure of students in accordance with school policy</li> <li>▪ Recording and reporting attendance at lessons in accordance with school policy</li> <li>▪ Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class and any other issue arising</li> <li>▪ Dealing with any immediate problems or emergencies according to the academy’s policies and procedures</li> <li>▪ Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate</li> <li>▪ Generate positive, professional relationships with staff, students and parents</li> <li>▪ To consistently follow all school policies</li> </ul>
<b>Administrative Support</b>	<ul style="list-style-type: none"> <li>▪ As directed by the Faculty Leader, provide clerical support to the faculty through photocopying, filing, faxing, laminating, completing forms and responding to routine correspondence</li> <li>▪ Maintain manual and computerised records and input student data into information systems and spread sheets, regarding student achievements, assessments and exam results</li> <li>▪ Collate and sort student work into grade order, ensuring they are kept securely</li> <li>▪ Type up student exam papers to be used as exemplars for future exams</li> <li>▪ Prepare and clear notice and display boards across the faculty</li> <li>▪ Provide administrative support to the teaching staff’s production of classroom resources (e.g. worksheets, booklets)</li> <li>▪ In accordance with the academy’s online ordering system, maintain stocks and supplies, cataloguing and distributing as required</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>▪ Liaison with other departments and staff as necessary</li> <li>▪ Attendance at staff meetings and INSET activities where relevant</li> </ul>



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	<ul style="list-style-type: none"><li>▪ To undertake the role of co-tutor, supporting the tutor and Head of House</li><li>▪ To uphold and actively support the academy’s policies and procedures.</li><li>▪ Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.</li></ul>
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