



THE HIGHCREST ACADEMY JOB DESCRIPTION

COVER SUPERVISOR

- You will be available to cover lessons for absent staff throughout the week
- You will cover registration for absent colleagues
- You will actively engage in teaching the 'cover' lesson and will uphold school expectations for pupils in terms of behaviour and conduct. This will include adherence to core routines.
- You will develop a pack of materials for everyday situations when staff have not set work
- You will take part in the Break Duty Rota
- Work load will vary week to week but 10% PPA time will be attached over any two week period
- You will attend staff meetings and INSET set within directed time
- You will function as a full member of staff being part of the performance management program and having access to CPD
- You will be required to undertake other duties as directed when not providing cover, these may include supporting individual students in Learning support or on occasions administrative tasks.

- All staff are required to read and understand the document Keeping Children Safe in Education, Part 1 and Appendix A (Sept 2018) along with the academy's policies relating to Safeguarding and Child Protection, all of which are available electronically.
- The Academy has a clear process where every member of staff must report any concern they have about a child directly to the DSL Team. This process is outlined during induction, regularly at whole staff meetings and in weekly bulletins. Details of the DSL Team is displayed daily in reception. Any queries regarding any aspect of safeguarding must be made to a member of the DSL Team.
- All staff are required to read and understand the academy GDPR policy to ensure that all personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) as set out in the Data Protection Bill. This policy applies to all personal data, regardless of whether it is in paper or electronic format.
- The Postholder must be prepared to carry out additional duties, which may reasonably be required by the Principal. The duties of this post may vary from time to time, as required by the Principal, without changing their general character or level of responsibility.
- The Academy follows Safer Recruitment Guidelines and reserves the right to delay an applicant's start date if any checks are outstanding. This includes an online DBS check and where necessary an overseas check.

Postholder

Signature:

Printed Name:

Date:

Line Manager

Signature:

Printed Name:

Date: