

# ENDEAVOUR LEARNING TRUST



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Cover Supervisor – Casual Basis
<b>GRADE</b>	n/a
<b>SALARY</b>	£15.00 per hour (subject to qualification and experience)
<b>PRO-RATA</b>	n/a
<b>LOCATION</b>	Burscough Priory Academy
<b>HOURS PER WEEK</b>	n/a
<b>WEEKS PER YEAR</b>	n/a
<b>TEMPORARY/PERMANENT</b>	Casual
<b>RESPONSIBLE TO</b>	Executive Headteacher
<b>ENDEAVOUR LEARNING TRUST IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT</b>	
<b>JOB PURPOSE</b>	
To supervise students in the absence of a teacher to enable them to continue their learning by carrying out a pre-prepared exercise under supervision.	
<b>MAIN ACTIVITIES</b>	
<ul style="list-style-type: none"> <li>• To supervise work that has been set in accordance with the school policy</li> <li>• To manage the behaviour of students whilst they are undertaking the work to ensure a constructive environment in accordance with the school’s Behaviour Policy</li> <li>• To respond to any questions from students about process and procedures</li> <li>• To deal with any immediate problems or emergencies according to the school’s policies and procedures</li> <li>• To collect any completed work after the lesson and returning it to the appropriate teacher</li> <li>• To report back as appropriate using the school’s agreed referral procedures on the progress of students during the class and any issues arising</li> <li>• To access the school’s Management Information System in accordance with the school’s Behaviour Policy, including the input of data relating to behaviour of students</li> <li>• To undertake registration of classes at the beginning of every session</li> </ul>	
<b>SUPPORT FOR THE SCHOOL</b>	
<ul style="list-style-type: none"> <li>• To work within school policies and procedures</li> <li>• To contribute to the provision of an effective environment for learning</li> <li>• To support the promotion of positive relationships</li> <li>• To attend skill training and participate in personal/performance development as required</li> <li>• To be aware of the confidential nature of issues</li> <li>• To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work</li> </ul>	

- To comply with the schools health and safety rules, reporting any health and safety concerns to the Trust's Resource Development Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the CEO/Executive Headteacher

**NOTE:** In addition other duties at no higher level of responsibility may be interchanged with / added to this list as required.

**Agreed by: Chief Executive Officer**