



JOB DESCRIPTION

DESIGNATION: COVER SUPERVISOR

RESPONSIBLE TO: A DESIGNATED SENIOR MEMBER OF STAFF AT THE SCHOOL

POST GRADE: Level 5 32.5 Hours per week term time only

PURPOSE OF THE POST

- To cover for planned teacher absence.
- To liaise with the teacher before the planned absence.
- Teachers will prepare work for Cover Supervisor to deliver.
- Cover Supervisors will return student work to the teacher and provide feedback.

When not being used for cover, Cover Supervisors will be attached to faculties to assist with admin and display work. When possible they will cover planned absence in the faculties they are attached to.

KEY DUTIES

1. Supervision

- To supervise work that has been set by an appropriate teacher.
- To supervise work in accordance with the school cover policy.
- To undertake exam invigilation as and when required.

2. Behaviour management

- To manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- To report back as appropriate using the schools agreed referral procedures on behaviour of pupils during the class and any issues arising.

3. Classroom Support

- To respond to any questions from pupils about process and procedures.
- To deal with any immediate problems or emergencies according to the school's policies and procedures
- To collect any completed work after the lesson and returning it to the appropriate teacher.