



<b>Job Title</b>	Cover Supervisor
<b>Primary Responsibility</b>	To cover classes when the class teacher becomes unavailable.
<b>Salary</b>	Grade 4
<b>Hours of Work</b>	27.5 hours per week (term time only)

**Job Purpose** To supervise classes and direct the activity of the students when the regular class teacher is unavailable due to absence.

When not covering classes, to undertake other reasonable duties, such as small group intervention work or administrative tasks, as directed.

### **Line Management**

Responsible to: Deputy Headteacher

Liaising with: Cover coordinator (who will determine cover allocation), teachers.

*The post-holder will carry out all duties, subject to the direction of the Headteacher, in conformity with policies of the school and the Pay and Conditions of Service that are currently in force.*

*This job description may be subject to review, after consultation, at the request of the Headteacher.*

**Date of Publication** March 2019

## **Key Functions**

- To register and record student attendance in lessons.
- To instruct students regarding the work left by their subject teacher.
- To ensure that students learn effectively throughout the lesson.
- To provide assistance and guidance to students during lessons.
- To provide students with the necessary resources for their learning.
- To ensure orderly entry and exit of classrooms.
- To ensure a calm and purposeful atmosphere for working in the classroom.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To follow school systems and procedures on behaviour management.
- To liaise with subject teachers about cover work.
- To provide accurate feedback to teachers regarding the effort and behaviour of students within covered lessons.
- To follow school procedure to proactively safeguard and promote the welfare of all pupils.
- Where necessary, to invigilate examinations.
- To contribute to the maintenance of good order and promote the core values of the school.
- To help maintain safe working environments
- Any other duties, which reasonably fall within the purview of the post, may be allocated after consultation with the post-holder.