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THE HARVEY GRAMMAR SCHOOL

Cheriton Road Folkestone
Kent CT19 5JY

Headteacher: **Mr S Norman, BA (Hons), NPQH**

CASUAL COVER SUPERVISOR

Job Description

Line Manager: Personnel & Administration Manager

Aim of the Role

To supervise whole classes in the absence of the class teacher, ensuring that pupils behave well and engage in the learning activity. Cover Supervisors will give instructions for a lesson as provided by a teacher. The postholder will be required to respond to pupils' general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, preparation, delivery or assessment of pupils' progress and/or development. Cover Supervisors will be subject to general supervision and will act under the professional guidance of teachers.

Responsibilities

This job description lists in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- To provide cover for absent teachers.
- To set homework previously prepared by the teacher.
- To supervise pupils engaged in learning activities to ensure that the learning objectives set by the teachers are achieved.
- To ensure inclusion and acceptance of all pupils within the classroom in order to promote equal opportunities.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- To keep appropriate records, as agreed, to enable objective and accurate feedback to the teacher and pupils on the conduct of the lessons.
- To support the use of ICT and other equipment and materials to enable pupils to achieve the learning objectives set by the teacher.
- To register each class using the electronic registration system according to school procedures.
- To be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils.

June 2024