

## **Job Description: Cover Supervisor**

**Job Title:** Cover Supervisor  
**Reports to:** TBC

### **Purpose of this role**

Cover Supervisors help maintain continuity of education for students in the absence of their teacher. They seek to ensure that the work set by teachers is understood and completed. They supervise students in a manner conducive to high standards of student conduct and learning

### **General Duties**

The principal responsibilities of the post are to:

- supervise any class (including registration) when the teacher is unavailable, using material planned by a teacher to engage students in learning;
- where possible, to liaise in advance with the classroom teacher whose absence is being supervised, to ensure instructions are clarified;
- where possible, to inform the classroom teacher of individual student progress, identifying students who work well and those who underachieve;
- contribute to reports on student progress;
- contribute to behaviour management within the Academy, in accordance with Academy policies;
- provide feedback on learning activities and contribute to Academy review and development planning;
- supervise any class (including registration/tutorial) according to need as identified by Reception, the Cover Manager or a member of SLT;
- provide cover in the internal exclusion facility when directed or available;
- during unallocated periods, observe teachers, support colleagues or undertake other work with individuals or groups of students as allocated by the Cover Manager or an SLT member;
- contribute to, as appropriate, reports on students' behaviour management;
- feedback on departmental practices;
- in line with the operational needs of the Academy, undertake other duties, eg exam invigilation or administrative tasks as required;
- attend meetings of the Cover Team and other training or meetings as required.

### **Other Specific Duties**

- have full regard to all aspects of the Academy's Health and Safety policy and secure appropriate practice in those areas for which responsibility is held;
- safeguard and promote the well-being of students and staff in all aspects of the performance of this role;
- follow Safeguarding and other agreed procedures, e.g. relating to the organisation of trips and visits and the ordering of goods;
- undertake such other duties as the Principal may reasonably require.
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### **Additional notes:**

Cover Supervisors:

- promote positive values, attitudes and good student behaviour, dealing promptly with incidents, in line with Academy policy, encouraging students to take responsibility for their own behaviour;
- establish productive working relationships with students, acting as a role model and setting high expectations of work and behaviour;
- comply with lesson plans and instructions from the class teacher and make appropriate use of seating plans, equipment and resources;
- are not normally expected to set or plan work but should be prepared to use their initiative to occupy students if work is not immediately available;
- are expected to be able to deliver instructions clearly so that students are able to understand what is required of them.

**Updating**

The job description will be reviewed and updated periodically in order to ensure that it reflects accurately the nature of the role in context of in-school and other developments. The process may be initiated by the Headteacher or the postholder. It will always be the aim to reach agreement on reasonable changes but, if agreement is not possible, the Governing Body (represented by the Headteacher) reserves the right to make changes following consultation.

**Signatures**

Signed ..... (Postholder)

Date: .....

Signed ..... (Headteacher)

Date: .....