



Wright Robinson College

Headteacher: Martin Haworth

Cover Supervisor: Job Description

JOB TITLE

Cover Supervisor

SCALE/SALARY

**GRADE 5. SCP 13-19 £24,948 - £27,852 (Actual salary term-time only £20,908 - £23,342)
Full Time (35 hours p/w). Permanent. Term-time only (TTO)**

RESPONSIBLE TO:

Headteacher, Deputy Headteacher, Assistant Headteacher, Extended SLT.

JOB PURPOSE

To act, under the guidance of teaching staff, as a Cover Supervisor for absent members of staff. This will involve covering timetabled lessons, delivering specified teaching and the supervision and management of class groups.

The role of Cover Supervisor will involve mentoring responsibilities for pupils who require support. The focus will be on supporting the improvement of learning and behaviour.

Duties and Responsibilities

1. To act as a Cover Supervisor responsible for supervising pupils in the completion of work in a teaching environment. Acting under the direction of a qualified teacher and subject to the College's Scheme of Supervision.
2. To ensure that pupils complete work set and that the classroom/environment is managed during the cover period.
3. To liaise with subject teachers and develop skills in delivering high quality cover lessons.
4. To implement the Behaviour for Learning Policy in the teaching environment.
5. To record rewards and sanctions on the College's electronic monitoring system.
6. To work collaboratively with subject teachers in the delivery of teaching and learning and to ensure that pupils' progress and experiences are recorded. These records will be used to inform Individual Education Plans and Pastoral Support Programmes.
7. To contribute to the planning for the delivery of teaching and learning for pupils being supported, to an agreed schedule. This will involve contributing to the preparation of teaching and learning materials and subject matter.
8. To be familiar with the schemes and units of work used at both key stages in faculties.

9. To ensure that all records are updated and those with responsibility for monitoring are informed of pupils' progress/behaviour.
10. To supervise pupils in a range of settings and manage programmes of work.
11. To invigilate examinations as and when required.
12. To implement and adhere to the College's Equal Opportunities Policy.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

