



**The Chase**  
A SCHOOL OF EXCELLENCE

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## **JOB DESCRIPTION**

### **Cover Supervisor**

**Post Title:** Cover Supervisor

**Salary:** TA2 (Scale 3)

**Line Manager:** Cover Manager

## **OVERALL RESPONSIBILITY**

- To cover short term absence of teaching staff, taking sole charge of a group of students.
- The primary focus will be to maintain good order and to keep students on task.

**In addition to providing short term cover for absent teachers, Cover Supervisors will be expected to:**

- Supervise learning work that has been set in accordance with school policy.
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive environment.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Respond to any questions from students about process and procedure.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class and any issues arising.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.

- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Administer and assess routine tests and invigilate exams/tests.
- Provide general clerical/administration support e.g. administer coursework; produce worksheets for agreed activities etc.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' out of school hours learning activities.
- Supervise students on visits, trips and out of school activities as required.

## **GENERAL**

- To take part in the school's Professional Review Process (BlueSky) and take advantage of any available training and professional development opportunities.
- Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, and Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings when appropriate.
- To hold an Enhanced Disclosure Certificate, issued by the Disclosure and Barring Service.
- To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request.

This job description may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post-holder's professional responsibilities and duties.