



## **JOB DESCRIPTION COVER SUPERVISOR**

**Grade:** Grade F  
**Responsible to:** Deputy Headteacher:  
**Responsible for:** The effective supervision of the learning of whole classes during the absence of the class teacher delivering the work set and to assist with other activities

### **KEY TASKS**

- Supervise the work of whole classes set by their class/subject teacher, in accordance with school policy.
- Manage the behaviour of students to ensure a constructive learning environment.
- Answer student queries about process and procedures relating to the lesson, and subject related queries where appropriate.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work and homework if set at the end of 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.
- Support other activities relating to the supervision of students, e.g. general supervision during school breaks, attendance on school trips, invigilation, extra curricular activities, etc.
- Set homework as requested by the class teacher.
- Ensure continuity of learning by liaising with class teacher before and after a lesson as appropriate.
- Provide support to the teaching and non-teaching staff in non-contact time as required.

### **SUPPORT TASKS**

- To support with tasks as required in non-contact time.
- To assist and provide cover with clerical duties for members of the administrative team as required

### **OTHER DUTIES**

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

*All staff have a responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff are required to adhere to all health & safety regulations, guidance and procedures at all times.*

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS clearance will be required*

All appointments are subject to satisfactory references, DBS and health checks.