**  
SUMMARY OF MAIN DUTIES / RESPONSIBILITIES**

**Job Title:** Cover Supervisor

**Job Purpose:** To provide cover for teachers, carrying out the functions of the teacher in accordance with the stated aims and objectives of the school.

**Main Duties / Responsibilities:**

ORGANISATION

Cover Supervisors are expected to carry out the following duties to cover for short-term teacher absence.

* Deliver lessons appropriate to the age and ability of the pupils so as to facilitate progression in pupils’ learning; the plans and resources for these lessons to be provided by the teacher
* Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources
* Implement school policies with regard to registration, pupil absence, dress code, behaviour, safeguarding
* Contribute to extra curricula provision if required
* Provide feedback to staff

In addition, Cover Supervisors are expected to carry out the following duties when providing cover for short term teacher absence

* In consultation with the teacher/senior leader and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the pupils, so as to facilitate progression in pupils’ learning
* Facilitate the general progress and well-being of any individual pupil within any group of pupils assigned to her/him, providing guidance and advice to pupils on educational and social matters
* If required contribute to appropriate extra-curricular provision
* Provide classroom assistance and support for individual pupil needs if necessary

ADMINISTRATION

* Assess, record and report on the development, progress and attainment of the students assigned to her/him, within school guidelines
* Attend relevant meetings and carry out relevant administrative tasks

RESOURCES

* Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, SIMS)
* Use administration and teaching supplies resourcefully