



Cover Supervisor at Didcot Girls' School

Job purpose:

To provide supervision for students whose teacher is absent and thus ensure the smooth running of the school. To support the learning of students in different subject areas and contexts.

Responsible to:

Senior Leadership Team

Responsible for:

- Students in your charge

Key Tasks:

- To deliver lessons prepared by absent teachers and supervise students in a classroom context and to ensure purposeful and successful learning during this time.
- To use the school systems to promote a positive learning environment
- To support and promote all school policies

When there are no lessons to cover:

- To provide administrative support as needed
- To provide invigilation support as needed (training will be given)
- To undertake other similar duties and activities which fall within the grade and scope of the post, as directed by the Senior Leadership Team
- To support students in lessons (alongside the classroom teacher) taking on a TA (Teacher Assistant) role

Optional Additional Role as a Tutor

The role can be extended, for those with the appropriate experience and motivation, to include the role of Tutor. The additional duties are incorporated in the normal working week and the remuneration for the post of cover supervisor and tutor is Grade 7, whereas the remuneration for cover supervisor is Grade 6.

Working under the direction and guidance of the Head of Year, take day to day responsibility for a tutor group in the school. This role involves: -

- Monitoring students' pastoral and academic progress and students' attendance and referring any issues causing concern to the Head of Year
- Communicating with parents about their daughter's progress
- Delivering activities during Student Guidance time as directed by the Head of Year
- Attending Year Team meetings after school each term and a weekly morning briefing for tutors with their Heads of Year
- Taking on any other reasonable request from your Head of Year

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