

# JOB DESCRIPTION



<b>Job Title</b>	Cover Supervisor
<b>Report to</b>	Cover Manager
<b>Main purpose of job:</b>	
To supervise the learning of whole classes during the short-term absence of the class teacher as they undertake the work set, to support key pupils during TA absence, to invigilate tests, to accompany staff and pupils on educational visits, to help with displays and undertake any administration tasks as necessary.	
<b>Main Responsibilities and Duties:</b>	
<ul style="list-style-type: none"> <li>• Supervise the work of whole classes set by their class/subject teacher in accordance with school policy.</li> <li>• Register and record pupil attendance in lessons.</li> <li>• Explain key concepts/knowledge and answer pupil queries about process and procedures relating to the lesson and the work set.</li> <li>• Manage the behaviour of pupils to ensure a constructive learning environment.</li> <li>• Deal with any immediate problems or emergencies according to school policies and procedures.</li> <li>• Collect completed work after the lesson and return it to the appropriate teacher.</li> <li>• Effectively manage pupil behaviour in line with Academy procedure. Report back, as appropriate, using the school's agreed referral procedures about the behaviour of pupils during the class and any issues arising, to the class teacher and/or other senior staff about the behaviour and conduct of pupils in class.</li> <li>• Assist with other activities relating to the supervision of pupils e.g. general supervision during break periods and with the support and delivery of learning e.g. personal assistance to teachers, supporting teachers in the classroom, by being pro-active during quiet times.</li> <li>• Assist with displays around the school and any administrative tasks as requested by your line manager or other Senior Manager.</li> </ul>	
<b>Facts and Figures:</b>	
N/A	
<b>Supporting Processes</b>	
<b>Problem solving and creativity:</b>	
<ul style="list-style-type: none"> <li>• Must understand and have the ability to differentiate work according to the needs of pupils</li> </ul>	
<b>Decision making:</b>	
<ul style="list-style-type: none"> <li>• Work under the guidance of the Cover Manager and must be willing and able to adapt quickly to situations as they arise. Will be required to make instant decisions and judgements regarding the safety of pupils</li> </ul>	

