

FARMOR'S SCHOOL

Job Description and Person Specification

Post Title	Cover Supervisor		
Line Management	Accountable to the Deputy Head		
Grade	Grade G	Range	Pt 8-20

Accountabilities

The post holder is accountable for:

1. Providing supervision of pre-prepared tasks in classes where the normal teacher is absent
2. Ensuring appropriate pupil behaviour conducive to the completion of set tasks
3. Ensuring a purposeful and constructive working environment
4. Dealing with immediate unforeseen problems or emergencies according to school policies and procedures
5. Reporting back to class teacher, subject leader or inclusion unit on issues arising from the lesson

Primary duties

1. Supervision of pre-set work as responsible adult in sole-charge of a class or group of students aged between 11 and 16, in order that these students may continue with their learning
2. Responding to questions from students relating to process and procedure
3. Collecting completed work and returning it to the appropriate class teacher or subject leader
4. Covering tutors and dealing with the day to day administration tasks associated with that role
5. Differentiating work set when necessary to ensure work is accessible for all students in the group
6. Invigilating in exams as required
7. During times not needed for cover, working with departments on a rota basis on a range of tasks, including research and administrative support
8. To undertake relevant training as required

Post holders should expect to carry out any other duties which may reasonably be expected given the nature of the role or any other reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Personal and professional attributes

The post holder will demonstrate:

- The skills necessary to manage classroom activities safely
- The ability to understand and use a range of strategies to deal with classroom behaviour both at whole class and also at an individual level

An enhanced clearance by the Disclosure and Barring Service (DBS) is required for this post

Updated: July 2017