



## COVER SUPERVISOR - JOB DESCRIPTION

**Grade 6 SCP 6 - Actual Salary £20,709 (FTE £23,893)**  
**Term Time Only inc Inset Days**

**Reports to** Operations Officer

**Hours:** 37 hours Mon-Thurs 8am – 4pm  
Fri 8am – 3.30pm

**Role Purpose:** A classroom practitioner to supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. To lead and facilitate the learning of students in the classroom. This postholder will be deployed as required to cover teaching staff absence on a day-to-day basis.

### **Key Responsibilities**

- Supervise whole classes during the short-term absence of teachers.
- Registering attendance in accordance with school policy.
- Responding to any questions from students about process and procedures and the work that they are engaged in and being actively engaged in the lesson and the learning process of the students. Supporting student use of associated resources.
- Managing the behaviour of students and maintaining the classroom expectations in accordance with school policy.
- Working with colleagues to ensure a consistent approach to learning, including adhering to the school's policies and procedures.
- To deliver and facilitate the lessons planned by the class teacher and to keep a commentary/log to feed back to the teacher.
- As required, support or supervise other learning activities in school for example accompanying school trips and visits, supporting workshops or off-timetable learning activities e.g. homework club or library cover.
- As required, when not teaching a lesson, undertake routine organisational or administrative tasks appropriate to the Role, for example assisting on Reception, developing and designing classroom displays.
- Assist with supervision of students at start and finish of exams.
- Provide support as required in the Jubilee Centre.
- Assisting teaching or specialist pastoral staff supervise students in detention/isolation.
- To adhere at all times to Safeguarding and Child Protection regulations
- For progression the Cover Supervisor will be required to provide a portfolio of evidence to illustrate where lessons have been adapted and changed to support the learning of students consistently over a period of time. This could also include supporting and carrying out assessments in the classroom, some marking and providing feedback for students.
- The job description allocates duties and responsibilities. It is not necessarily a comprehensive definition of the post, as it may include other duties necessary to ensure the smooth running of the school as directed by the Headmaster or Senior Leadership Team. The post holder may also be required to carry out other duties from time to time as deemed as a reasonable request.