

Job Description

Kennet School



Cover Supervisor

Job Title:	Cover Supervisor
Hours and Weeks	27.5 hours per week, term time only
Responsible To:	Head of Cover team

Job Summary

The Cover Supervisor is deployed to take the place of an absent teacher in the classroom. The primary aim is to maintain the continuity in the delivery of the curriculum in the classroom by means of work set by the normal classroom teacher or Head of Department.

Main Duties & Responsibilities

The Cover Supervisor will:

- maintain a disciplined working atmosphere in the classroom reinforcing the values of the school at all times;
- take an orderly register and pass on the names of any unconfirmed absentees;
- ensure the class' work is clear and accessible;
- review cover work prior to delivering lesson and seek advice from the Head of Department to ensure work is completed appropriately;
- resolve pupils' problems with the work or direct to an appropriate member of staff;
- indicate that homework has been set by their teacher on Frog;
- follow the in class advice to staff;
- liaise fully with any Support Assistant in the classroom as well as supporting pupils with additional needs.