



# Kingsthorpe College



## Cover Supervisor

### Job Description

**Line Manager:** Strategic Lead/Member of SLT

#### **Main purpose**

Supervision of whole classes during the absence of a class teacher, facilitate virtual teaching and learning using Microsoft Teams, manage pupil behaviour and assist pupils in relevant activities.

#### **Main duties and responsibilities**

- Supervise and support students in mainstream classroom work across all areas of the curriculum
- Supervise and support students in online lessons led virtually by the subject teacher
- Work as part of the library team to support independent learning and organise resources.
- Liaise with teaching staff regarding work set in class and with pastoral staff where necessary
- Record student attendance in lessons
- Liaise with Heads of Years to deliver tutor periods.
- Answer students' queries regarding the instructions left by the subject teacher
- Ensure classes enter and exit in an orderly fashion
- Ensure that classrooms are left tidy and ready for the next lesson after dismissing the class
- Ensure the health and safety of students in accordance with the Health & Safety policy
- Follow the College Behaviour Policy and run student detentions when required
- Support the administration of cover on the computer system, when required
- General support wherever necessary within the school i.e., library supervision, SEN department
- Provide support to departments when classroom supervision is not required
- Gain IT skills appropriate for the post
- Attend training sessions as required
- Carry out other relevant duties as may be reasonably required

These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School.

It is the practice of this College to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the College's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you.

**Kingsthorpe College is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.**