

Job Description and Person Specification



Job Title	Cover Supervisor
Job Band	Scale G £20,493 to £22,627 Pro rata £17,921.50 to £19,787.72
Reports to	Member of the Senior Leadership Team
Hours	Five days per week / 39 weeks per year
Job Context	To cover for absent teachers according to the changing daily cover requirements. The curriculum delivery is divided across 10 faculties.
Key Responsibilities	<ul style="list-style-type: none"> • To supervise cover lessons and registration for absent teachers • To be attached to one or two faculties; supporting individuals, groups of students or teachers.
Covering Lessons	<ol style="list-style-type: none"> 1) To be familiar with the cover work set and the resources required prior to the lesson 2) To greet the class, settle the students and take an attendance register 3) To explain the work to be completed and ensure all students have the necessary resources 4) To help and support individual students as appropriate 5) To maintain discipline within the classroom 6) To feedback on the progress made with the work and any other relevant issues to the Head of Department 7) To follow up on any behavioural issues from the lesson.
Other Duties (as time permits; depending on cover requirements)	<ol style="list-style-type: none"> 8) To be linked with one or two faculties and be familiar with their staffing, resources and environment. 9) To carry out administrative tasks as requested by the Head of Faculty. 10) To support individual or groups of students as directed by the Head of Faculty. 11) To invigilate for internal and external exams as directed by the Exams Officer. 12) To support the school by carrying out break and lunchtime duties. 13) To carry out reasonable duties as requested by the Cover Manager as required.