

## **JOB DESCRIPTION**

### **COVER SUPERVISOR**

Salary: West Sussex Scale 5; Points 7 - 8  
Hours: 6 hours per day, term time only

### **PURPOSE**

This is a position created to give staff more time for training, planning and monitoring. As part of the support staff team Cover Supervisors will work under the guidance of the Cover Manager to provide classroom supervision when a teacher is absent and play an important role in the school cover system.

### **ORGANISATION**

Responsible to the Cover Manager.

### **RESPONSIBILITIES**

1. To provide Cover Supervision for classes in the absence of the teacher which will involve:
  - Communicating the work set by the class teacher to the students.
  - Following the instructions set by the class teacher.
  - Motivating students to complete the tasks set.
  - Classroom management and organisation.
2. Invigilation of examinations.
3. Accompanying staff on educational visits.
4. Assistance with administration and departmental support.
5. To observe Health and Safety Regulations.
6. To be an appointed first aider on school trips (a qualification is necessary which the school will arrange).
7. To uphold school rules and the Rights, Respecting ethos at all times and to promote positive student behaviour and conduct in line with the schools Responsibility for Learning (R4L) policy.
8. Other duties as required.