



## Cover Supervisor

### Job Description

Hours: 37.5 hours per week, to fall within the working day: this is 07.30 to 17.00  
This post will be for a total of 39 weeks per year, which is term time only.

### Job Purpose

To supervise classes for absent teachers to ensure the delivery of the classwork that has been set and effectively manages the behaviour of the students. To support with the invigilation of student examinations and testing.

### Responsibilities

- Supervise work that has been set by the teacher and respond to any questions from students.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Ensure a clear, orderly environment in which the highest standards of learning take place during cover lessons.
- Ensure students are aware of the learning objectives at the start of the lesson and are able to reflect upon their learning at the end.
- Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop.
- Provide feedback to the appropriate teacher including the work set and the students' response.
- Report, as appropriate using the Academy's agreed referral procedures, on the behaviour of students during the class and on any problems arising.
- Support the day to day work of the Academy as directed when not supervising classes - this will include break and lunchtime duties, assisting with administrative work and providing in class learning support.
- Invigilate examinations/testing and undertake other duties and supervisory tasks as requested.
- Work with other Cover Supervisors to ensure the cover function retains the high status and students' respect that it deserves.
- Carry out any other reasonable duties as directed by the Principal.
- To act at all times in accordance with Academy policies and to provide a professional role model for students, parents and other staff.

### Links

- To report to and liaise closely with the Senior Cover Supervisor.
- To work closely with other members of the cover team.
- To report any incidents or serious concerns to the relevant Subject/Curriculum Leader / Learning Manager.

- To liaise with Subject/Curriculum Leaders regarding the work set for colleagues with their team.
- To speak with and respond to any queries from learning managers about students in their Year Group.
- To take part in training and performance management as required.

***The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.***