

**JOB DESCRIPTION**

**POST :** **Lesson Cover Supervisor**

**HOURS: 32.5 hrs per week term time only + 1 week**

**RESPONSIBLE TO: Assistant Headteacher / Cover Manager**

**DUTIES**

To act as study supervisor within a variety of learning environments

* To collect work from the Head of Department when required to cover staff absence   
  as directed by the Assistant Headteacher / Cover Manager
* To supervise classes during staff absence
* To encourage good student behaviour and work
* To develop good working relationships with students and staff
* To help students develop personal and communication skills through social interaction
* To inform, advise and guide students during supervision of ‘tutor time’
* To utilise effectively the School’s MIS – attendance for example

To offer support to departments other than for cover:

* To support planning and assessment
* To assist departments with administrative duties
* To assist departments with the development of learning environments

To offer support to the School outside the classroom under the direction of the Cover Manager

* To support the invigilation of exams / controlled assessment
* To organise and supervise exam concessions

To work under the direction of the Assistant Headteacher / Cover Manager

* To take direction from the Assistant Headteacher / Cover Manager regarding   
  the best use of time and resources
* To have meetings with other colleagues and to review practice both inside  
  and outside the classroom
* To assist in devising strategies to deal with issues raised at meetings
* To participate in training and continuing professional development
* To attend relevant school meetings as required
* To maintain an awareness of school, national and statutory policies and requirements  
  and apply these in the workplace
* To undertake such other duties within the purview of the post as directed
* Be aware of students with Special Needs and supply information under the requirements of the SEN Code of Practice

This job description is not necessarily a comprehensive definition of the post. It will be reviewed  
in the light of prevailing needs of the School, after consultation with the post holder.