



Job Description

Job Title: Cover Supervisor

Responsible to: Deputy Headteacher

Salary Grade: 5

Key Purpose:

- Facilitate student learning at times when the timetabled teacher is absent, in a calm and purposeful classroom
- Enable the teacher to return confident that students' learning and progress has been achieved during their absence
- Uphold the School's ethos and vision through relationships with other colleagues and students and by following the School's policies and procedures as set out in the Staff Handbook

Main Responsibilities:

- Covering for absent teachers, explaining and supervising the work that has been set.
- Registering students each lesson, recording attendance/late arrivals
- Overseeing the issue/use of books and equipment needed in the lesson, ensuring that the classroom is left tidily by the students at the end of the lesson
- Encouraging high expectations of behaviour and work, creating a good working environment and drawing upon the School's Behaviour Procedures when necessary. Incidents of poor behaviour by students as well as very good work, supportive behaviours and 'going above and beyond' should also be recorded on SIMS
- Supporting students inclusively, reporting problems/difficulties/successes to the class teacher.
- Returning completed work to the teacher, via the Dept. Office or Staff Room
- Observing all Health and Safety procedures relevant to the area

Other duties may include support for Departments by:

- Creating displays within the classroom and around the school
- Assisting with Departmental administrative duties
- Participating in field trips, visits and Activities Days
- Invigilating examinations/assessments

When covering a timetable for a single, long-term absence, duties may include:

- Planning and preparing suitable teaching materials according to schemes of work
- Maintaining written records of classwork, homework and assessments
- Attending Departmental meetings, parents' evenings and other school evenings as appropriate (to be paid overtime where appropriate)
- Attending INSET
- Contributing to working parties across the curriculum

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current but, following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.