

NAME OF POST: Cover Supervisor

Grade: Grade D

Hours per annum: 1045

Line managed by: Assistant Head of Teaching and Learning

Enclosed:

Job description

**COVER SUPERVISOR**

**Principal responsibilities under the direction of the Deputy Head**

* To supervise the classes of teachers or teaching assistants who are unavailable as a result of short-term absence
* To work under the direction of the SENCO supporting teachers in curriculum areas or in the Support Centre
* To invigilate public or mock exams or support students with special educational needs taking those exams
* To accompany teachers and students on educational visits

**Key tasks under the direction of the Head of Student Welfare**

* Distribute work to the students of absent teachers or teaching assistants and supervise its completion in a quiet and calm classroom atmosphere
* Collect completed work and ensure that it is returned to the absent teacher or teaching assistant
* Provide guidance and support to those students who find aspects of the set work difficult.
* Report inappropriate behaviour using the school’s behaviour management procedures
* Ensure that appropriate resources and equipment for the learning task is available for students to use when it is needed to complete set work.
* Return resources and equipment to designated places at the end of each lesson
* Ensure that all students can access learning material left by an absent colleague
* In the role of teaching assistant, support students who find learning difficult as instructed by the Senior Teaching Assistant

Signed: Line Manager ………………………………

Postholder ………………………………

Date ………………………………