

## **JOB DESCRIPTION**

**Post Title: COVER SUPERVISOR**

### **Duties and Responsibilities**

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom, including the supervision of whole classes during the short term absence of teachers.

When cover for teacher absence is not required you will work as a teaching assistant supporting students in lessons or involved with groups of students.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive work environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place.
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the Examinations Officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.