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# Ysgol Uwchradd Dewi Sant

## St. David’s High School

### Pennaeth : Craig Burns: BA(Hons), PGCE, NPQH, PGDip: Headteacher

***“To be the best you can be, every day”***

**Job Title**: **Cover Supervisor**

**Reports to: Cover Administrator**

**Job Purpose: To supervise classes for absent teachers at direction of cover coordinator or SLT. During times not required for cover the post holder will support teachers and students in class.**

**Key Areas and Accountabilities:**

1. To supervise classes during the absence of the teacher, or small group of students in the Learning Provision Centre. Ensuring a purposeful, orderly and supportive environment is maintained in line with school policies and practices.
2. Inform the pupils of the work that has been set for them, ensuring it is carried out.
3. Communicate set work to students and offer help and guidance as required.
4. To be a form tutor to a group of students.
5. Recording and reporting attendance at lessons in accordance with the schools policy.
6. Leaving the room in good order at the end of the lesson.
7. Liaise with the relevant Head of Faculty in the case of any queries or difficulties arising.
8. Administer routine tests and invigilate examinations as required.
9. Ensure Health and Safety procedures are carried out.
10. Respecting confidential issues linked to home/students/teacher/school work.
11. To comply with the schools Child Safeguarding Procedures. Including regular liaison with the designated Child Safeguarding Person over any safeguarding issues or concerns.
12. To comply with the schools policies and procedures at all times.
13. To support the Headteacher in ensuring the school meets its legal Data Protection responsibilities.