**Job Description – Cover Supervisor**

Responsible to: Cover Manager

Hours: 30 hours per week

Weeks per year: 44.65

Salary: Dorset Grade 6 - £12,719-£13,761

**Job Purpose:**

**To supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. The preparation of work will have already been set by the teacher.**

**Main Job Purpose:**

This is primarily a role based in a classroom or other learning environment.

The primary purpose of the Cover Supervisor is to supervise and support students who are engaged in learning activities during the short-term or unforeseen absence of their usual class or subject teacher. Such work will have been set in accordance with the school policy.

Cover supervisors will have high expectations of all students and respect for their social, cultural, linguistic, religious and ethnic backgrounds

**Main Responsibilities and Duties:**

1. To take sole charge of a group or class of students in the short term or unforeseen absence of their usual teacher
2. Registering attendance in accordance with school policy
3. Responding to any questions from students about process and procedures and the work that they are engaged in. Supporting student use of associated resources
4. Managing the behaviour of students whilst they are undertaking this work to ensure a constructive learning environment
5. Dealing with any immediate problems or emergencies according to the school’s policies or procedures
6. Collecting completed work and resources after the lesson and returning it to an appropriate teacher with comments on any learning issues arising and progress made
7. Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of students during the lesson(s) and any issues arising
8. Promoting and safeguarding the welfare of children and young people in accordance with the school’s safeguarding and child protection policy
9. The Cover Supervisor will be required to apply degree of originality and creativity to the delivery of learning activities. This would include supporting and carrying out straightforward assessments in the classroom, such as marking.

June 2018