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# SIR THOMAS RICH'S SCHOOL

GLOUCESTER

## JOB DESCRIPTION

JOB TITLE: **COVER SUPERVISOR**

**Salary:** Local Government Grade G (SCP Points 19 to 27)  
**Responsible to:** Director of Sport  
**Hours per week:** 30 hours per week, term time only plus Inset days (39 weeks)

### 1.0 Purpose and Scope

To provide cover for absent teachers, supervising classes and groups of pupils ensuring that pupils work in a calm and highly productive working atmosphere

### 2.0 Main Duties and responsibilities

- To cover registrations for absent Form Tutors, both morning and afternoon
- To supervise pupils whilst they undertake prepared work during the absence of the classroom teacher
- To ensure that pupils make good progress throughout the lesson offering help when required
- To respond appropriately to any instances of misbehaviour
- To attend and participate in meetings and professional development training activities as required
- To provide administrative support to an assigned Department when not required to provide cover
- To provide support to the PE Department through helping with coaching in Games, practices and matches

### 3.0 Qualifications/Experience

- Preferably educated to degree level
- Enhanced DBS checked

### 4.0 Supervision Received

The Director of Sport

## **5.0 Principal Contacts**

Staff and pupils

## **6.0 Special Conditions**

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations and additional tasks are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

May 2015