

Classroom Supervisor

32.5 hours per week, term time only

Job Description

**Core purpose:**

To take responsibility for classes when teachers are absent.

Core qualities:

- Positive attitude to continuous improvement
- Leading by example
- Effective communication skills
- A willingness to embrace change
- Excellent organisational skills

Specific Responsibilities:

- To report to the member of Associate Staff responsible for day to day cover to get the details of the lessons that you will be covering that day.
- To check which Tutor Group you will be covering for registration.
- If cover lessons are known in advance, endeavour to see the member of staff concerned to discuss the work to be undertaken.
- To ensure that registers are taken for all the lessons you are covering.
- To provide the teacher being covered with feedback on the lesson and work undertaken.
- To supervise the class being covered and maintain discipline.
- If no cover is required during a particular lesson, you will be expected to support curriculum areas completing tasks such as filing, entering data and displays. You will also be expected to carry out supervisory duties at various times of the day.

Outcomes:

- High standards
- Academic and personal achievement for all pupils
- Effective team work

Line Manager : College Leader with responsibility for Associate staff