

SWALE ACADEMIES TRUST
SITTINGBOURNE COMMUNITY COLLEGE
JOB DESCRIPTION

Name:

Post: Cover Supervisor

Version dated: March 2015

Details:

This post is to provide supervision of classes in the absence of the subject teacher or form tutor. It is not a teaching role.

The cover supervisors' Line Manager will direct their work. The Subject Leader or delegated member of staff for the subject being covered will assume responsibility for the setting of cover work. The school's extensive and highly effective support structure for managing behaviour will be available for use by cover supervisors.

Roles will include:

1. The supervision of lessons, including the entry and dismissal of classes:
 - during the short-term absence of a teacher
 - when a teacher is on school business
 - when a teacher is undertaking staff training
 - when a teacher is absent for other reasons, such as medical appointments, bereavement leave etc.
2. Liaison with Subject Leader when necessary regarding the cover work
3. Registration of tutor groups in the absence of the tutor
4. Invigilation of examinations
5. Daily duties when necessary
6. The supervision of students when on school visits (a teacher will always retain overall responsibility for the students)
7. When lesson cover is not required, tasks associated with reducing teachers' workload, including administration, or support within lessons
8. Managing the behaviour of pupils whilst they are undertaking work
9. Preparing the classroom/outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate
10. Supervising pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils

11. Collecting any completed work after the lesson and return it to the appropriate teacher
12. Using agreed referral procedures to report back on the behaviour of students

The supervision of lessons will include:

- maintaining good order and discipline
- registering students
- distributing work set by the teacher or Subject Leader
- assisting students to complete the work
- collecting the completed work and returning to the appropriate person
- ensuring the classroom and surrounding is left clean and tidy
- looking after any resources used.

Individuals in this role may also undertake some or all of the following:

1. Undertake exam invigilation

The duties/responsibilities of this post may vary from time to time according to the changing needs of the Trust. The job description may be reviewed at the reasonable discretion of the Trust Principal in the light of those changing requirements and in consultation with the postholder.