



Job Description

Job Title: Cover Supervisor

Reports to: Assistant Head in charge of Cover

Hours of Work: 37.5 hours per week, 0830-1700 Monday to Friday, term time only

Principal Role

The post holder will be responsible for supervising classes during the short-term absence of teachers.

The cover supervisor will ensure the good behaviour of the students and make sure the students engage in the learning activity that has been set by the teacher. The post holder will be required to respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour, but will not be expected to undertake any planning, preparation or assessment of students' progress and/or development, or to answer any subject specific questions.

The majority of lessons covered will be in the Senior School, but the post holder will also cover Junior School lessons that are normally taught by a member of the Senior School.

The role may also include Duties, and the invigilation of exams and other assessments as required. The post holder may also be required to support after school activities in either the Junior or Senior School.

Main Duties

- Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved;
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained;
- Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved;
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons;
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher;
- Undertake Duties around the school as directed by the Deputy Head;
- Invigilate internal and external exams in accordance with JCQ regulations and school procedures;
- Provide cover and support for after-school activities taking place within the Junior or Senior School;
- When not required for cover, undertake administrative tasks as directed;
- Accompany non-residential school trips during the school day as required;
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students;
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development;
- Carry out any other reasonable requests, in line with the broad responsibilities of the role.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure



compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's Designated Safeguarding Lead.