



## INDEPENDENT LEARNING SUPERVISOR

### JOB DESCRIPTION

Starting date:	As soon as possible
Hours:	As required by the school – short notice cover
Salary:	£11.58 per hour (including holiday pay)
Job Purpose:	To encourage effective learning through classroom cover for absent teachers
Responsible to:	Cover Administrator
Responsibilities:	To undertake lesson cover for absent teachers To cover registration for absent teachers

### Duties:

- Collect and study cover work set for assigned lessons. Seek any clarification necessary from Cover Administrator
- Arrive promptly to cover lessons
- Ensure orderly entry to the room and check that students are properly dressed and equipped to start the lesson
- Check attendance
- Give instructions on work left by absent teacher or Head of Department
- State the learning aims of the lesson
- Arrange the distribution of resources required
- Keep students on task
- Show interest in work and answer any queries where possible. Use praise to help motivation
- Deal with any serious behaviour problems in line with sanctions policy
- Be prepared to improvise if required
- Follow end of lesson requirements from the cover work including any homework instructions
- Ensure that the room is tidy and dismiss in orderly fashion at the correct time
- Feedback (both positive and negative) for teacher

**APPLICANTS MUST BE EDUCATED TO AT LEAST 'A' LEVEL STANDARD**