

## Job Description

**Post**                      **Cover Supervisor**  
**Post Holder**  
**Responsible to**      **Assistant Principal / Cover Manager**

### ***Responsibility Overview***

The role will involve supervising classes in the absence of teaching staff to ensure that work set by teaching staff is completed, behaviour is appropriate and to ensure the Health & Safety of all students. There will be a substantial induction period with links to specific departments and 'team' covering of classes with colleagues, together with guidance on classroom management. This role will involve Lunchtime Supervision of students.

### ***Specific responsibilities include, but are not limited to***

- Being responsible for a class of students in lesson time
- Following the school's Behaviour Policy and checking attendance in the class being supervised and maintaining records of this within the school's systems
- Lunchtime Duties – supervising students during lunchtime and interact with students on the playground.
- Ensuring the health and safety of students in the care of the Classroom Supervisor
- Supervising and supporting students in mainstream classroom work across all areas of the curriculum
- Liaising with teaching staff regarding work set in class and pastoral staff where appropriate
- Helping students (including Pupil Premium Students) with reading, writing and organisation where appropriate ensuring they reach their potential.
- Attending training sessions as required

### ***Person Specification***

We recognise that there are many routes through which people may have developed the attributes to tackle the role of classroom supervisor successfully. Do not be deterred from applying if you do not have a precise match with this specification, but feel you have the ability to get on with and maintain the respect of young people.

<b>Quality</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	Education to A Level standard.	
Experience	Interest in the education of young people	Managing/leading young people in any context
Specialist training or knowledge	Reasonable ICT skills / Better than GCSE knowledge in one or more school subjects	Good ICT skills
Physical	Good attendance record required and general fitness to move around the large school site	
Personality	Cheerful / patient / determined / well organised / confident / ability to work under pressure	

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Signed ..... Postholder

Signed ..... Line Manager

Date .....