

**COVER SUPERVISOR - Job description**

Job Title	Cover Supervisor	Department	Various
Reporting to	Mr Steve Palmer	Hours per week	34 hours per week (Term time only + 1 INSET)
Grade	6	Hours of Work	8.05am – 15.00pm

Principal Responsibilities**A. Cover Supervisor**

1. The major role that colleagues will be employed to perform is to supervise classes of students for teachers who are absent from school or otherwise unavailable to teach.
2. When supervising for an absent colleague the Cover Supervisor will be required to perform the following tasks
 - Mark the class register on SIMS at the beginning of each lesson.
 - Disseminate worksheets and materials prepared by the Head of Department that are necessary for the work to be completed. (As directed by the Head of Department).
 - Explain the work set using Powerpoint, textbook or your own background knowledge
 - Manage behaviour in the classroom in order to maintain an atmosphere conducive to learning.
 - Work with small groups to support their learning.
 - Write a report about any incident or student that disrupts learning.
 - Collect all work and materials at the end of the lesson.
 - Dismiss the class in good order at the sound of the bell.
3. To support classroom teachers within their lessons by supervising a group of students who are working in a specified study area such as another classroom or the school library.
4. To help specific departments or teams with routine administrative tasks, as directed by the Head of Department.

B. Morning Break Duties

To supervise student in different areas of the school between 10.30am and 11.00am and report concerns to duty leader.

C. General

1. to be familiar with and adhere to relevant school policies and Health and Safety requirements.
2. to attend INSET as required.
3. to participate in the school's Performance Management system and to engage in performance reviews.
4. to undertake other duties as may be required from time to time.