



## Job Description

<b>Post Title</b>	<b>Cover Supervisor</b>
Purpose:	To cover for absent teaching staff To deliver the work set by absent teaching staff or curriculum leaders
Reporting to:	Assistant Headteacher - Teaching and Learning
<b>KEY TASKS</b>	<ol style="list-style-type: none"> <li>1. To manage and supervise classes of students where the normal class teacher is absent, as directed by the member of staff responsible for allocating cover</li> <li>2. To deliver the work set by the absent teacher or the Curriculum/Faculty Leader to students, checking that all students are actively engaged in their learning and on task for the duration of the lesson</li> <li>3. To carry out such duties as are deemed reasonable within the management and supervision of classes to enable students to continue to learn effectively. This will include helping students with their work using relevant classroom management strategies to ensure a purposeful environment for teaching and learning; taking registers and recording information related to student progress. It does not include teaching pupils new work as would be expected of a class teacher.</li> <li>4. To deliver extra-curricular provision as directed.</li> <li>5. To give feedback by the end of the day to the appropriate Curriculum/Faculty Leader(s)</li> <li>6. To support Curriculum and Faculty Leaders with administrative tasks including filing of resources, photocopying, managing inventories and preparing displays of student work when not covering for absent colleagues</li> <li>7. In the busy Exam period to carry out Exam Invigilation if required.</li> <li>8. To participate fully In CPD for Teaching Staff</li> </ol>

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	<p>9. To perform any other reasonable duties as directed by the Headteacher</p>
Personal qualities	<p>Friendly and approachable            Ability to remain calm and composed within a busy environment            High expectations of self and students            Effective behaviour management            Flexible and adaptable            Organised and able to prioritise workload            Ability to work independently and as part of a wider team            Ability to relate well to children and adults            Willingness to undertake further training            Desire to pursue a teaching career in the future</p>
	<p><b>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultations taking into account the circumstances of The Trust and their implications.</b></p>