



# **COVER SUPERVISOR/SUPPORT ASSISTANT**

## **SALARY AND HOURS OF WORK**

### ***Scale D, Points 5-6***

32.5 hours per week – 8.15 am to 3.15 pm Monday to Friday – half an hour for lunch

38 working weeks per year – term-time only

## **MAIN JOB PURPOSE**

- The main purpose of this post is to assist with the supervision of classes whose teacher is absent. Previous experience is not essential as training will be provided.
- When required, to provide general support to identified students in lessons or in the SEND Learning Centre.
- On occasions, there may be the need to act as a First Aider (training will be provided)

## **MAIN DUTIES**

### **Cover Supervisor:**

- To establish and maintain a quiet purposeful atmosphere within classes being supervised
- To inform students of the work set
- To ensure that the work set is being completed
- To liaise with appropriate Heads of Department or other departmental colleagues about work set
- To inform Heads of Departments of any problems encountered
- To feed back to staff about the lesson covered

### **Support Assistant:**

- Under supervision of the class teacher enable pupils to access learning activities as directed by the teacher.
- Prepare materials/resources to help identified students access the learning in class
- Should the situation arise where no cover or in-class support is required the SIMS Manager or Assistant Headteacher will direct work.

## **ACCOUNTABILITY:**

- Cover Supervisors report to the Assistant Headteacher.
- The post forms part of the team providing support to the Leadership Group and teaching staff at this forward thinking girls' grammar school.