Marple Hall

JOB DESCRIPTION

POST TITLE : Cover Supervisor

GRADE : Scale 4, 30.5 hours per week, term time only

POST REPORTS TO : PA to Headteacher

POST RESPONSIBLE FOR: The post has no responsibility for staff

MAIN PURPOSE OF THE JOB

- To work under the guidance of teaching staff to implement agreed work programmes
- To provide stability and continuity of learning for students whose lessons are affected by short term staff absence
- To provide support for teaching staff across the school in an appropriate learning environment

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES

- To provide classroom supervision to classes in the absence of a teaching member of staff, ensuring that they are carrying out work set, to continue their teaching and learning
- To create and sustain an orderly environment in which students can complete work set by teaching staff
- To respond to questions and provide assistance to students on order that they may continue with work set
- To support, assist and supervise students in or outside of classes under the direction of a teaching member of staff
- To take registers as required
- To deal with any emergencies or problems in accordance with the school's policies and procedures
- To provide feedback to the relevant teaching staff on the behaviour and progress of students as considered appropriate
- To administer and assess routine tests
- To provide invigilation for internal and external examinations
- To accompany school visits and trips as required
- To assist in the creation and collation of learning resources across both Key Stage 3 and 4, in liaison with Heads of Departments, when not supervising classes
- To be available for break and lunch duties as required
- To supervise the isolation unit as required
- To carry out administrative duties as required when not covering classes

Headteacher
Mr J. E. Barker

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GENERAL

- To undergo First Aid training and assist when needed
- To participate in relevant staff development and training as required
- To undertake any other duties appropriate to the level of post that may be required by the Head teacher, in consultation with the post holder

HEALTH AND SAFETY

The person appointed must at all times work within the requirements of the Health and Safety at Work Act 1974, current Health and Safety legislation and the school's and the LEA's policies and procedures

EXPERIENCE

Experience of having worked with secondary aged students would be an advantage

JOB DESCRIPTION AGREED BY:

MANAGER: **DATE:**

POSTHOLDER : **DATE:**

