



Burnham Grammar School

JOB TITLE: Cover Supervisor

LOCATION: Burnham Grammar School

GRADE: Bucks Scale 3

DEPARTMENT: Administration & Student Support

REPORTS TO: Cover & School Administrator

POSTS SUPERVISED DIRECTLY Nil

DETAILS OF ANY STAFF SUPERVISED INDIRECTLY:

MAIN PURPOSE OF JOB:

1. To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.
 2. To provide support and advice to students in line with supporting their social care and personal development.
-

DUTIES AND RESPONSIBILITIES:

1. To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher.
2. Assisting in preparing the learning environment and the materials used therein.
3. To apply the school's behaviour management policy and report any difficulties to the class teacher.
4. To respond to general questions about the work that has been set.
5. Collecting any work completed after the lesson and returning it to an agreed person/place.
6. Leaving the room in good order at the end of the lesson.
7. Supervising entry and departure of students in accordance with school policy.
8. Recording and reporting attendance at lessons in accordance with school policy.
9. Assisting in exam invigilation under the supervision of the examinations officer and to provide administrative support where necessary.
10. Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
11. Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
12. Escort and supervise pupils on educational visits and out-of-school activities.

General

13. To follow school policies and procedures especially those relating to child protection and health and safety.
14. To respect confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate.
15. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concern to the attention of the Health and Safety Officer.
16. To carry out any broadly similar duties as may be required from time to time.

Job Description prepared by.....

Date.....

This document must not be altered, without consultation with all relevant parties, once it is signed.

Signature of Postholder..... Date.....

Signature of Line Manager..... Date.....
(Office Manager)

Signature of Headteacher..... Date.....