

The Bemrose School

Cover Supervisor – Bemrose Scale 4

Job Description

Weekly hours 37

Weeks p.a. 39

Lunch break A flexible lunch break between 20 minutes and 1 hour negotiated with line manager

Managed by Deputy Headteacher

Key Generic Purpose

The post holder will:

- Supervising students as directed by the Cover Manager
- Communicate the work set by the class teacher or Learning Director to the students
- Observe health and Safety Regulations
- Uphold the school behaviour policy and ethos
- Maintain good classroom management
- Promote and safeguard the welfare of children.

Job Description

Tasks related to lesson supervision

1. To maintain good classroom management
2. Administrative duties where appropriate
3. To oversee the using of books and equipment necessary for the lesson
4. To maintain good order in the classroom
5. To assist students where necessary, and if possible seeking appropriate assistance or advice
6. To oversee the collecting of books and equipment at the end of the lesson and ensure they are returned to the appropriate place
7. To ensure the students tidy up and leave the classroom in good order
8. To return work etc. to the class teacher and inform him/her of the point reached by the students
9. To carry out exam invigilation when required, maintaining the rules set out by external examination boards and in house regulators
10. To accompany staff on school educational visits and work under the direction of the trip organiser
11. To work under the direction of an agreed Learning Director in such times when you are not supporting students or in your designated free time
12. Other duties may be carried out from time to time.