



**Job Description – Cover Supervisor**

**Grade 5**

**Responsible to:** Cover Manager

**1. PURPOSE OF JOB**

- To manage and support classes during teacher absence where work has been set by a qualified teacher and can be carried out independently by pupils.

**2. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- To maintain a constructive learning environment
- To supervise pupils, ensuring they work on task
- To support pupils, where appropriate, offering advice and guidance to pupils of all ages and abilities in order that their work is of a high standard
- To maintain behaviour and discipline of pupils in line with school policies
- To work with appropriate senior staff to ensure that school policies are adhered to
- To report back to teachers setting work or their line manager
- To carry out various duties within subject departments when cover not required, i.e. worksheet preparation and admin tasks
- To undertake other appropriate duties at the request of the School's Management Team, commensurate with the post.

**3. QUALIFICATIONS & EXPERIENCE**

- The ideal candidate will have a professional background and approach to life. He/She will be keen to maintain high standards in all aspects of their work.
- Experience of working in a school environment would be an advantage.
- The ability to work in confidence and discretion is a necessity.

**4. DIMENSIONS**

- 11-18 School with 1600 pupils
- 200 teaching and support staff
- Each lesson lasts 50 minutes / Double lessons 100 minutes / 6 lessons per day

**5. GENERAL**

- This job description only contains the main accountabilities relating to this post and does not describe in detail all duties required to carry them out.
- Midsomer Norton Schools Partnership is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Check is required prior to appointment.

**6. ORGANISATION**

Post Holder:

Line Manager:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_