



# SUTTON GRAMMAR SCHOOL

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## Job Description

<b>Post:</b>	Cover Supervisor
<b>Salary/Grade:</b>	4/5 – S10 - S17 (36hrs per week/39 weeks per year)
<b>Reporting to:</b>	Sixth Form Officer & Cover Manager
<b>Responsible for:</b>	The supervision of students
<b>Liaising with:</b>	Students, Teachers, Heads of Department , Support Staff and parents

### **Job Purpose: The primary responsibilities of the Cover Supervisor are to:**

- Supervise whole classes during the absence of teachers.
- Supervise groups of students as required.
- Support teachers in ensuring the engagement of all students within lessons as required.
- Provide cover for absence of Form Tutors and offer high quality pastoral care to students as required.
- Provide when required general administrative and clerical support for departments and the cover manager duties as directed.
- Conduct curriculum focused research, prepare curriculum focused displays, produce curriculum focused resources, carry- out routine marking which does not require specialist knowledge and contact parents and carers regarding straightforward matters.
- Undertake examination supervision as required.
- Ensure a tidy and well-presented working environment within areas of the school.
- Implement the school's Safeguarding policy as a matter of priority.

## **Main Duties**

### **The supervision of whole classes during the absence of a teacher.**

- When supervising whole classes or smaller groups, the Cover Supervisor will give clear instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep pupils on task. The cover supervisor's class supervision work will be overseen by the Heads of Department, who will also make arrangements for appropriate induction and training of the Cover Supervisor along with the Cover Manager.
- Follow the teacher's instructions with regard to the conduct and content of the lesson.
- Support pupils to stay on task, by providing a supportive but well-disciplined environment which complies with the school's expectations of behaviour and work; operate the school's behaviour and reward policy.
- Be aware of any special needs of pupils within the class and respond accordingly, encouraging each child to do his or her best.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the response of the class, taking the register and other records as requested.
- One of the additional primary foci of the role will be to build professional relationships with students to maximise their learning. The School has a policy that should we be aware of the absence of a teacher over a prolonged period of time (more than one week), we will arrange for subject specific cover. This will therefore not be the responsibility of the Cover Supervisor.

**Other specific duties relating to the supervision of classes or individual students:**

- Follow the teacher’s instructions with regard to the conduct and content of the lesson.
- Be an ambassador for the School’s Ethos’ Policy.
- Support students to stay on task by providing a supportive but well-disciplined environment which complies with the School’s expectations of behaviour and work; operate the School’s behaviour and reward policy and use it to build warm, professional relationships with students.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy. Encourage students to take responsibility for their own behaviour and self-regulate their words and actions.
- Be aware of special educational needs of students within the class and respond accordingly, encouraging each child to do their best. Take note of relevant Individual Education Plans (IEPs)
- Provide objective and accurate feedback to the teacher on the conduct of the lesson and the response of the class, taking the register and other records as requested.
- Make appropriate use of ICT and other resources in line with requests.
- Provide the teacher with an accurate evaluation of the lesson which will include a summary of the quality of the cover work set and the progress of the students.

**General:**

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities as required.
- Attend and participate in regular meetings as required.
- Respect confidentiality at all times.
- Respond to all reasonable requests from the line manager or Headteacher.

Signature: .....  
(Postholder)

Print name: .....

Date: .....

Signature: .....  
(Headmaster)

Print name: .....

Date: .....