



## Coloma Convent Girls' School

Upper Shirley Road, Croydon CR9 5AS | 0208 654 6228  
office@coloma.croydon.sch.uk | www.coloma.croydon.sch.uk  
Headteacher: Mrs Elizabeth Englefield  
Chief Executive: Mr David Garrido

# JOB DESCRIPTION COVER SUPERVISOR

## AIMS OF THE POST

Be responsible for providing efficient cover supervision of lessons when Teachers are absent to contribute to outcomes above expectations for students, especially in the standards they attain and the progress and achievement they make.

## KEY AREAS FOR DECISION MAKING

- Use professional judgement reporting health and safety, and safeguarding issues.

## KEY ELEMENT

- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

## KEY DUTIES

- To supervise cover lessons when Teachers are absent.
- During periods when cover is not required provide administrative and clerical assistance to other staff as appropriate.
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda.

## COVER DUTIES

- Cover for the short term planned and unplanned absence of a Teacher by taking registration and supervising lessons. In all cases work will have been set, either by the 'absent' member of staff or the appropriate Team Leader.
- Manage the students' behaviour in line with school policies, thus ensuring learning continues to take place.
- Report, as appropriate and in line with school policies and procedures, any problems such as incidents of disruptive or unacceptable behaviour during the lesson.
- Help students during a lesson to complete tasks set either through supporting self-directed study, or assisting students by responding to their questions.
- Collect all work done during the lesson retaining it until it can be passed on to the class Teacher, via the agreed route, on their return.
- Work with Teachers and Team Leaders to plan cover work for an absence known in advance, and prepare a bank of materials available for unexpected absence.
- Work with Teachers in the development of educational initiatives by supporting those initiatives in the classroom.



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### OTHER DUTIES

- Comply with and assist with the development of policies and procedures as appropriate.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Contribute as an effective and collaborative member of the support staff team, including providing cover for colleagues.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Take responsibility for your own Health and Safety, as well as that of colleagues and students.
- Participate in training and other learning activities and performance development as required, including First Aid training and update courses.
- To act as a first-aider (as part of a team).
- Run sessions/clubs for students that may be reasonably required by your Line Manager e.g. in the Library; Homework or 'Catch-Up' groups.
- During periods when cover is not required, carry out other required works e.g. Teaching Assistant under the direction of the SENCO; assist in the supervision of examinations, both public and internal; reprographics.
- Carry out all other duties (including administrative; department reprographics) that may be reasonably required by your Line Manager.

In the context of this job description the term 'cover' refers to those occasions when the normal classroom teacher is absent leaving a teaching group without a teacher. Absence can be planned i.e. where a teacher's absence is known in advance or unplanned, i.e. where the teacher's absence is for unexpected medical or personal reasons.