

Job Description

Job Title:	Cover Supervisor
Department/Group:	Associate Staff (Teaching & Learning Support)
Hours of Work:	Term Time Only, 8:30am-3:30pm (1 hour break)
Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Purpose of Post:	
To supervise classes in the absence of the subject teacher and to ensure the continuation of learning.	
Tasks, Duties and Responsibilities:	
<ol style="list-style-type: none"> 1. To supervise classes in the absence of the subject teacher. 2. To liaise with the appropriate staff about the work that has been set so that the requirements of it are fully understood. 3. To ensure that work and information from lessons is returned to the appropriate teacher. 4. To provide students with clear information and instructions relating to the work to be completed by them. 5. To ensure the good order and safety of the students being supervised. 6. To understand and implement the school's Behaviour for Learning Policy. 7. To keep accurate attendance records of students in the supervised lessons. 8. To provide support in other areas of the school when no cover is required. 9. To support the tutor group you are attached to as a co tutor when no cover is required. 10. To provide administrative and clerical support as directed by the Deputy Headteacher. 11. To attend all necessary meetings including professional development and appropriate working party meetings. 12. To supervise extra-curricular activities. 	
Tutor/Co-Tutor:	
<ol style="list-style-type: none"> 1. To act in accordance with the guidelines given by the Head of Year or, when relevant, the Tutor. 2. To organise the checks and controls that take place during tutor time; Co-Tutor to help. 3. To take the register, Co-Tutor to take register in the absence of the Tutor. 4. To engage with students and help build relationships within the tutor group. 	
Contribution to the whole life of the school:	
<ol style="list-style-type: none"> 1. To attend all necessary meetings. 2. To support the aims and ethos of this school. 3. To adhere to all school policies. 4. To actively participate in appropriate training when required. 	

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| <ol style="list-style-type: none">5. To engage actively in the performance appraisal process and undertake professional development as agreed.6. To work co-operatively as a member of a team.7. To report any stranger on site.8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader. |
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Line Management

Cover Supervisors will be line managed by the Teaching and Learning Team Leader.

Last Updated:	14.09.23
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