

JOB DESCRIPTION:

JOB TITLE:	Cover Supervisor
RESPONSIBLE TO:	Cover Organiser
PRIMARY TASKS:	Managing the behaviour of the children and actively helping the students to access the learning that has been provided by the class teacher.
SALARY ATTACHED TO THE POST	Scale Point Range 17-21 30 hrs 50 mins (less 50 minutes lunch break) per week for 45 weeks per year Mon-Fri 8.15am -3.15pm

MAIN ACTIVITIES ATTRIBUTABLE TO THE PRIMARY TASKS

- ❖ Management of whole classes of students during absence of teachers
- ❖ Supporting teachers, either within the classroom or with administration assistance
- ❖ Supporting students with special educational needs
- ❖ Invigilation of students in examinations when required
- ❖ Supervision of students at break and lunch times when required
- ❖ Any task designated by the Headteacher if required

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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