



Beths Grammar School

Job Description: Classroom Cover Supervisor

Scale: Bexley 7.1-7.4

Responsible to: Cover Manager

DUTIES

- Supervising students in lessons and registration periods on work left - in accordance with school policy/procedure - during the short term absence of teachers
- Supervising students in the LRC during the absence of other staff
- Supervising students in the Sixth Form Study Centre, as required
- Supervising the student centre daily from 3.30 pm to 4.30 pm
- Supporting SEND students when not required to cover for staff absence
- Exam invigilation
- Assisting in preparing the learning environment and materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about work that has been set
- Collecting any completed work after lessons and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at morning registration and at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the Exams Officer
- Assisting with administrative tasks/photocopying during all non-student contact periods
- Reporting on behaviour of pupils during the class and any other issues arising as appropriate using the School's agreed referral procedures
- Dealing with immediate problems or emergencies according to school policy/procedure
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home, students, staff, school work and to keep confidences as appropriate
- Attending morning staff briefings and staff training days
- To undertake duties as may reasonably be requested by the Headteacher.

This job description may be amended at any time following discussion with SLT and will be reviewed regularly.

Signed..... Date.....