



Job Description

Cover Supervisor

The role of Cover Supervisor is essential to the smooth operation of the school when teaching staff are unable to teach their normal groups. Cover Supervisors will also assist with support activities and resource preparation when not required to cover lessons. Cover Supervisors are required to be flexible in accordance with the needs of the school.

The person(s) appointed to the role will be responsible for facilitating the work set by the usual class teacher. This is not a teaching position and the supervisor is not expected to teach the students but will be expected to ensure that students remain on task and complete the work. The Cover Supervisor will normally have sole control of a class of approximately 30 students although sometimes a Teaching Assistant will be in the class to assist with a specific student.

You may also be allocated to a department and on the rare occasion when there is no requirement to cover a class, you will be expected to undertake tasks within the school as necessary/required.

Responsibilities:

1. Greet students and supervise seating according to the usual plan.
2. Take students through the learning activities, questioning their understanding where possible.
3. Use the interactive board linked to the computer.
4. Time bond sections of work so that students can pace themselves.
5. Monitor students' work and ensure everyone is engaged and on task.
6. Be proactive by circulating, giving support and encouragement, clarifying the tasks.
7. Maintain a purposeful working environment in which students are expected to work.
8. Challenge unacceptable behaviour, following the Schools Behaviour Management policy, reporting to the Head of Department where necessary and completing an incident form if required.
9. Give details of any homework and supervise students writing it in journals.
10. Give clear instructions about packing away.
11. Collect any resources and arrange to return to the Head of Department.
12. Check that the room is left clean and tidy – rubbish is in the bin.
13. Check students personal tidiness and dismiss in an orderly fashion.
14. Return cover sheet with comment to teacher's pigeon hole in the Staff Room.

There will be a full training programme to equip the successful candidate with skills and strategies to carry out duties.