

## Job Description

**Post:** Cover Supervisor  
**Scale:** APT&C Scale 3 points 5 - 6  
**Hours:** 28 hours per week – term time only

### PRINCIPAL RESPONSIBILITIES:

- Supervising work that has been set in accordance with the school policy.
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Responding to any questions from pupils about process and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Collecting any completed work after the lesson and returning it to the appropriate teacher.
- Reporting back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

### ADDITIONAL RESPONSIBILITIES:

- Supporting students, departments and administration at times when not needed for study supervision.
- Supervise student eating/leisure at break times and lunch times (post holder's breaks and lunches to be taken flexibly)

### DECISIONS:

- Day-to-day decisions in respect of the responsibilities of this post

### RANGE OF DUTIES AND RESPONSIBILITIES:

- To be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunity issues and special educational needs (SEN)
- Have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible.
- Understand and be able to use a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs.
- Be familiar with ICT and its effective use within classroom activities.

### RESPONSIBILITY FOR ASSETS:

- Day to day responsibility for teaching resources.

### GENERAL:

This job description is not a restrictive outline, but indicates a range of duties. The postholder will be expected to be flexible in the range of tasks undertaken as appropriate to the post. Training will be available for the successful candidate as required.

Applicants who are interested in applying for teacher training will be given the opportunity to observe other teachers and participate in the schools ITT induction programme.