



## **ST THOMAS MORE CATHOLIC SCHOOL**

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### **JOB DESCRIPTION FOR A COVER SUPERVISOR**

#### **Duties and Responsibilities**

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom, including the supervision of whole classes during the absence of teachers.

When cover for teacher absence is not required you will work as a teaching assistant supporting students in lessons or involved with groups of students.

#### **MAIN DUTIES AND RESPONSIBILITIES**

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive work environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson 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 lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the Examinations Officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.