



Cover Supervisor Job Description

Job title: Cover Supervisor

Line of Responsibility: Cover Manager

Job Purpose:

- To supervise students, in both lessons and during break times and lunch times, ensuring their safety and continued learning in cases of teacher absence
- To supervise students before school each day

Duties & Responsibilities

- To attend covered lessons punctually and act in a professional and attentive manner at all times
- To register student attendance in accordance with school policy
- To display clearly and explain to students the work set by absent staff
- To monitor students' online activity in accordance with school policy
- To manage the behaviour in accordance with the school's behaviour policy, including giving the appropriate rewards and sanctions
- To liaise with Curriculum Leaders and/or Head of Year as required, for example in cases of poor behaviour or work completion
- To help students with organisation of materials and their work
- To collect in work or comply with any special instructions requested by the usual teacher
- To ensure orderly lessons, for example a formal start and dismissal, in line with school policy and procedures
- To work within the school's Code of Conduct at all times
- To undertake training and/or attend meetings, as required
- To complete other administrative and/or student support activities as required by the school in periods when no classes need supervision

Conditions of Employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- 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 constructed.
- 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 at any time after consultation with the post holder.
- All staff participate in the school's performance management scheme.

Successful candidates will undertake an induction programme before they assume responsibilities within the classroom.

Acknowledged and agreed by:

(signature)

Date: