

JOB DESCRIPTION

COVER SUPERVISOR

Responsible to: Designated Curriculum Leader

Principal Purpose: The supervision and support of full classes or small groups of pupils, providing cover for absent teachers, support for teachers with other duties where no cover is required, admin support for a faculty or department.

Hours: 30 hours per week, 40 weeks per year.

Main Duties

1. Supervision of full classes who have been set work including calling an attendance register and implementing the school's agreed Behaviour Policy.
2. Maintaining good discipline of classes who are under your responsibility.
3. Where appropriate, accompanying school visits and, on such occasions, taking responsibility, in accordance with school policy and County regulations, for pupils off site.
4. Supporting with reprographics as and when required for classes or small groups of pupils under your supervision.
5. Invigilating public and internal exams, as and when appropriate.
6. Providing in-class support, to enable teachers to carry out work with small groups of pupils.
7. Maintaining pupils' records associated with the classes under your supervision.
8. Undertaking training, as required, for a smooth introduction to the post and additionally for its continued effectiveness.
9. Meeting fortnightly with the designated Curriculum Leader.
10. Where no cover is required, undertaking activities at the direction of the Curriculum Leader to support teachers in delivering the curriculum. Such activities could include:
11. Help with planning group and individualised work programmes and reviewing work activities.
 - a) Joining in with the activities of the pupils in classes and contributing to assessment and record keeping.
 - b) Assistant with classroom and corridor displays.
 - c) Other administrative tasks.
12. Such other duties as may reasonably be allocated by the Headteacher or other delegated officers within the purview of the post.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.