



## Education South West: Teign School Job Description Curriculum Support Supervisor

<b>Grade</b>	Grade D, scp 8 to 12; £27,709 - £29,542 (full time equivalent) £19,153 - £20,420 (approximate actual salary range)
<b>Responsible to</b>	SLT
<b>Hours of work</b>	30 hours per week, 39 weeks per annum (ie term time plus five days) Your working times within these hours will be notified to you by your Line Manager
<b>Revision</b>	May 2026

### Main Purpose of the Post

To supervise classes during the short-term absence of the assigned teacher

### Team membership: Curriculum Support Team

### Core Responsibilities and Duties

1. To register and record student attendance in lessons
2. To support students in completing the work left by their subject teacher
3. To distribute to students the necessary resources for their learning
4. To ensure orderly entry and exit of classrooms
5. To ensure a calm and purposeful atmosphere for working in the classroom
6. To manage resources effectively and ensure classrooms are left tidy for the next period
7. To follow School systems and procedures on behaviour management
8. To liaise with line manager and subject teachers about cover work and use cover log to report on cover work
9. Return work etc to teachers and update them of the point reached by students
10. Update teacher of any problems, difficulties, successes etc
11. Any other duties allocated after consultation with the postholder, including supervision of students during the lunch break
12. To complete administrative tasks in support of Curriculum Teams as required
13. To invigilate examinations
14. To be first-aid trained

## Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
  - Trust Equality Scheme
  - Information Security Policies
  - Financial Regulations
  - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct of the Safeguarding Policy
6. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

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*This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.*

**Signed**

**Headteacher**

**Signed**

**Postholder**

**Date**

**Date**