



Cover Supervisor

Job Description: Cover Supervisor

Line Manager:	Assistant Headteacher
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Main Purpose of Role:	To supervise classes during the short-term absence of the assigned teacher.
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- Main Responsibilities:**
1. Ensure classes enter and exit in an orderly fashion, taking appropriate action with the school's behaviour policy.
 2. Ensure students sit according to the teacher's seating plan.
 3. Complete the class register.
 4. Instruct students about the work set by the teacher, ensuring understanding of the task set. This may include but is not limited to talking through a Power Point, showing video clips, writing examples on the white board, reading through text with the class, leading a class discussion, organising group work, supervising PE and Drama activities and assisting students with the use of laptops.
 5. Manage the behaviour of students whilst in the classroom within the guidelines of the school's behaviour policy, referring students with inappropriate behaviour to the Head of Department or Head of House.
 6. Monitor students to ensure they are on task, working in a safe way and completing the work set to the best of their ability.
 7. Collect and return work to the teacher as required.
 8. Issue behaviour points according to the 'Ready to Learn' rules.
 9. Ensure the classroom is left in an acceptable condition for the next lesson.
 10. Email the relevant class teacher with any issues.
 11. Deal with immediate problems or emergencies according to the school's policy.
 12. Perform duties in line with Health and Safety rules and to take remedial action where hazards are identified. Where a hazard is serious report to a member of the Senior Leadership Team (SLT) immediately.

- OTHER**
1. Assume the role of form tutor in their absence and follow the guidelines set out in the staff guide under Tutor Time Activities.
 2. Assist the Administration Team with ad-hoc tasks such as student filing, confidential shredding or other suitable tasks.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
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Date:	
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Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.