



Job Description Cover Supervisor

PURPOSE OF JOB

To supervise classes during the short-term absence of teaching staff..

DUTIES AND RESPONSIBILITIES

The post holder will be expected to:

- Undertake cover lessons each week, as co-ordinated by the Cover Education Support Officer.
- Supervise whole classes during the short-term absence of teachers.
- Start the lesson, give instructions as provided by the teacher and distribute resources as required.
- Act as a role model and set high expectations of conduct and behaviour.
- Keep students on task and respond to general queries.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Promote the inclusion of all students in the classroom.
- Conclude the lesson, collect resources and student work where necessary and dismiss students.
- Provide feedback to the teacher on relevant issues.
- Participate in staff training and development sessions (when requested).
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to set down the main duties and responsibilities of the post, each individual task to be undertaken may not be identified. This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder will be expected to work flexibly and carry out all duties in compliance with the School's policies.