JOB DESCRIPTION
COVER SUPERVISOR

Scale 6 Point 16 – 20
8.00am – 4.00pm Monday – Friday 32 hours per week
Term time and 5 INSET Days – 39 weeks
Actual salary: £21097 - £22657

JOB PURPOSE

The main purpose of this post is to provide structured supervision for students during their independent study periods and continuity for pupils when a teacher is absent. The post-holder should show initiative to prepare for cover by liaising with appropriate specialist staff.

KEY ACCOUNTABILITIES

Responsible to the Senior Cover supervisor.

1. Cover for absence staff under the guidance of the Senior Cover supervisor. When supervising for an absent colleague the Cover Supervisor will be required to perform the following tasks:

- Take the class register at the beginning of each lesson.
- Disseminate worksheets and materials prepared by the Head of Department that are necessary for the work to be completed (As directed by the Head of Department).
- Manage behaviour in the classroom in order to maintain an atmosphere conducive to learning.
- Write a report about any incident or student that disrupts learning.
- Collect all work and materials at the end of the lesson.
- Dismiss the class in good order at the sound of the bell.
- Liaise with subject teachers to support underachieving students during their study periods
- Support pupils in the library after school with their independent study

2. Supervision of sixth form study, the library, during PSHE and after school or at lunchtime.

3. Providing support in lessons or in the internal exclusion room.

4. Invigilation of examinations, both internal and external.

5. Accompanying teaching staff and pupils on visits, trips and out of school activities as required.

6. Assisting with supervision of pupils at lunchtime (non-contact time to be given in lieu) outdoors.

7. Delivering work for pupils and return as directed by their regular teacher.

8. To follow all safeguarding procedures and complete training as required

This job specification may be re-negotiated if the needs of the school change in the future

MYS March 2024