

JOB DESCRIPTION

COVER Supervisor

Job Title: Cover Supervisor

Responsible to: Headteacher

Contract: 3 days per week (Mon, Tues and Weds), term time only plus 2 days

Salary: NJC Payscale 5 (pts 12-17)

Job Purpose: The cover teacher is required to supervise prepared lessons in the absence of the usual class teacher, maintaining the continuous learning and development of the students and on occasion may be required to perform form tutor responsibilities.

To have a flexible approach when cover is not required, with an expectation to undertake other administration tasks and duties as directed by the headteacher that are commensurate with a cover teacher role.

Invigilate internal and/or external examinations

To undertake a "duty" as part of the school's duty system

Duties and Responsibilities:

The following responsibilities are included in the professional duties which the cover teacher may be required to perform:

Key Duties

- In the short-term absence of their usual teacher, to be responsible for and supervise, a class of students
- Deliver and supervise work that has been set in accordance with school policy
- Manage the behaviour of pupils whilst they are completing work to ensure a constructive environment and to implement behaviour and rewards as appropriate
- Respond to any questions from pupils about process and procedures
- If appropriate, collect completed work and return it to the class teacher
- to communicate with Head of Department or Form Tutor regarding the progress of individual pupils, as necessary
- to assist with displays and publishing of pupils' work
- to utilise IT as an effective tool to aid teaching and other classroom resources as appropriate

- to assist with departmental voluntary activities, societies, trips and initiatives

General Duties:

- to support and promote the School's general purposes, ethos and values;
- to be familiar with and respect and follow the School's Policies and Procedures;
- to maintain a good understanding of whole School Evaluation and Development Planning;
- to act as a role model to pupils through always being punctual and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning;
- to attend School and Year Assemblies and to carry out a share of supervision duties in accordance with published rotas;
- to maintain good order and discipline among the pupils, safeguarding their welfare both on School premises and when engaged in authorised activities elsewhere;
- to participate in staff and other meetings relating to the School's curricular, pastoral or administrative arrangements;
- to assist with covering or taking other classes as and when required (e.g. staff illness) and being available for examination invigilation;
- to communicate and co-operate on educational issues with persons or bodies outside the School as appropriate;
- to contribute to the extra-curricular life of the School as appropriate and attend and support School and House events wherever possible.
- Any other administrative duties that may arise.

This job description outlines the main duties and responsibilities associated with a "cover teacher" role, but flexibility is required as the lists above are not exhaustive of all duties that may need to be performed. Support staff are expected to contribute and carry out any other reasonable duties as advised by the headteacher.