



## Cover Supervisor Job Description (S021)

### Job Purpose:

To provide cover across the curriculum in the short-term absence of teaching staff to supervise classes, keeping students on task and generally assisting them to undertake set activities in line with the school policies and procedures. To contribute to raising standards by providing support to departments and the whole school. The role involves taking sole charge of a group of pupils as required; qualified teachers will be available within the department in case of difficulties.

**Reporting to:** Cover Officer

**Responsible to:** Deputy Headteacher

### Main Responsibilities and Duties

- Under the direction of the Cover Officer, supervise students in an allocated class during the absence of their class teacher.
- Take class registers, as and when appropriate.
- Liaise with Head of Department, if unsure to check that instructions are clarified.
- If applicable liaise with Teaching Assistants regarding individual students being supported in class.
- Administer clear instructions to the class, based on the detailed work set and actively supervise students as they carry out the instructions.
- Inform / feedback to the class teacher of any non-participation by individual students or students who have worked particularly well.
- Provide feedback on learning activities and contribute to the continuous improvement on quality of cover.
- Contribute to behaviour management within the school, in accordance with the school's Behaviour Policy, ensuring correct protocols are adhered to at all times.
- Collect in any completed work / homework if requested to and return it to the relevant member of staff as requested.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- To adhere to all School policies.
- A knowledge and understanding of Safeguarding and Child Protection and the care of Looked After Children.
- Knowledge and understanding of GDPR compliance.
- To support the work of the Cover Officer.

### Health & Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### Policy & Practice

- To adhere to all School policies.
- A knowledge and understanding of Safeguarding and Child Protection and the care of Looked After Children.
- Knowledge and understanding of GDPR compliance.

### Line Management

- To support the work of the Cover Officer.