



## **Job Description Cover Supervisor**

**Grade 7 (All holidays to be taken during school closures)**

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### **Purpose of the Job**

The main purpose of this post is to supervise classes of teachers who may be absent due to illness, in meetings or participating in professional development. The post will involve you supervising the work set by absent teachers. You will need to ensure the students complete work to the best possible standard and that the work is collected in at the end of the lesson and distributed to the teacher concerned.

You will be expected to follow the School's behaviour management policy and begin and end the lesson accordingly. You will also be expected to complete a class register at the beginning of the lesson.

Responsible to the Headteacher, you will liaise closely with the Senior Leadership Team, Faculty Leaders and the Cover Co-ordinator. Training will be provided if required.

### **Key Responsibilities**

- To supervise the classes or tutor groups of teachers, absent due to meetings, professional development activities or illness.
- To explain clearly to students the work set by the teacher and to help students with the organisation of resources
- To ensure there is a prompt and orderly start to the lesson and that a register is taken. That students are dismissed according to the school policies
- To collect in work at the end of the lesson and distribute it as required by the teacher.
- To collect in Homework that is due and to set Homework when required.
- To assist students in the organisation of their work and to ensure the relevant equipment is available.
- To act as a role model and set high expectations of conduct to ensure that good behaviour is maintained and the classroom environment is conducive to high stands of learning.
- To ensure the Behaviour Management Policy, Cantell School Code of Conduct and practices are followed, including applying rewards and sanctions.



- To follow the School's policies in respect of inclusion, diversity and the needs of Pupil Premium and other vulnerable groups.
- To liaise closely with the Faculty Leaders, Leadership Team members and the Cover Coordinator who assigns classes and communicate effectively with them and the Teachers being covered.
- To attend training and meetings as required.
- When no cover, supervision or invigilation is required, to provide support in the classroom with a teacher, support other activities around the school and any administrative activities relevant to the role.

**The post holder undertaking this role is expected to carry out such other duties as may reasonably be assigned by the Headteacher or Senior Leadership Team.**

**All post holders are expected to support the School's aims, familiarise themselves with School policies and procedures and to reinforce these with students, parents and other staff where appropriate.**

***This School is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check***