

The Deanery Church of England High School and Sixth Form College



Job description

<u>TITLE:</u>	Cover Supervisor
<u>PURPOSE:</u>	To work under the instruction/guidance of teaching/senior staff in order to enable access to learning for pupils during the absence of the regular subject teacher.
<u>RESPONSIBLE TO:</u>	Exams/Cover Manager
<u>LIAISES WITH:</u>	Pupils, staff, parents and external agencies
<u>HOURS OF WORK:</u>	29 hours 10 minutes per week, term-time only (Monday – Friday: 8.30am – 3.00pm; 40 minute lunch break)
<u>SALARY GRADE:</u>	G4

MAIN DUTIES AND RESPONSIBILITIES:

The postholder will work without direct supervision:

1. At the start of the day:
 - To meet with the Exams/Cover Manager to discuss the day's work.
 - To prepare for the lessons by collecting class lists and work from the appropriate Head of Faculty.
 - To photocopy work as required.
 - To take electronic registration where required.
2. In the classroom:
 - Provide active classroom supervision in the absence of a teacher.
 - To maintain a calm working atmosphere in the classroom.
 - Communicate the work set by the teacher to the pupils.
 - Ensure that the pupils complete the work set by the teacher, giving help and support when necessary.
 - Observe Health and Safety regulations.
 - Uphold the school ethos, rules and regulations as outlined in the staff handbook.
 - To implement the school's disciplinary and rewards systems.
 - To take the register in each lesson.

3. In the examination room:
 - Assist with examination invigilation.
 - Maintain the rules set by the external examination boards and in-house regulators when invigilating examinations.
4. On school trips:
 - Accompany staff and pupils on school trips.
 - Work under the direction of the lead teacher/organiser when accompanying staff on school visits.
5. After school:
 - Return work and class lists to Heads of Faculty.
 - When required, supervision of after school classes.
 - Meet with Exams/Cover Manager to prepare for the following day.
6. Other duties:
 - Provide administrative support to subject areas if required.
 - To be available for before-school, break, lunchtime and after-school duties.
 - Provide first-aid support if required.
 - Any other duties deemed reasonable as directed by the Exams/Cover Manager.