

## Job Description

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**Job Title:** Cover Supervisor

**Reports to:** Deputy Headteacher

### Duties and Responsibilities

- Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils
- Clearly communicate the work set by the class teacher to the students
- Prepare the classroom/outside areas for lessons, ensuring that resources are distributed and cleared away at the end of the lessons
- Secure and sustain an effective learning environment with high expectations of student focus and behaviour
- Collect completed work at the end of the lesson and return it to the appropriate teacher
- Provide feedback to teachers on the delivery of the covered lesson
- Undertake registration cover
- Supervise students and help staff on school visits and trips
- Monitor your own progress by evaluating the impact of your supervision and use this analysis for improvement
- Act consistently within school-wide rewards and sanctions policies
- Attend meetings relevant to your role
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Any other duties commensurate with the grade of the post which may be required from time to time eg. clerical duties, exam invigilation