

JOB DESCRIPTION

Job Title: Cover Supervisor

Grade: Kent Scheme 5

Hours: 35 hours per week - 8:00 to 16:00 daily with an hour for lunch. Term time only plus 5 inset days.

Responsible to: Cover Manager

To undertake tasks in various areas of the school as required. These will include but are not limited to:

Lessons/ Enrichment Activities

Registration

Library

PHSE Activities

School day trips

Examination invigilation and support

Lessons

Be responsible for the delivery of the cover lesson as supplied by the class teacher or Head of Department

Registration and management of students throughout the lesson in accordance with the school rules

Registration

Be responsible for the registration of students at the beginning of the day. Deliver information to these students as necessary and attend assembly if required.

Library

Cover may be required in the sixth form library; the KS5 team will give training to support this.

Examination Invigilation

Undertake any necessary training in order to be available to invigilate both internal and external examinations as required and provide support to the Exams team where necessary.

PHSE/School trips

Cover supervisors may be required to help in PHSE delivery or to accompany students and teachers on a school trip.

Administration

To undertake all administration tasks as directed.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the incumbent of the post.