



CHATHAM & CLARENDON GRAMMAR SCHOOL

Job Description

Job Title:	Cover Supervisor
Department:	Administration
Location:	Chatham & Clarendon Grammar School
Grade:	Scheme 5 Points 14 - 17
Responsible to:	Cover Manager
Responsible for:	N/A

Overview of Job:

To supervise whole classes during short term absence of teachers.

Purpose of the Job:

To give instructions for a lesson as provided for by a teacher. To ensure the good behaviour of the students and make sure that the students engage in the learning activity. To respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour.

Specific Responsibilities and Key Tasks:

Supervise students engaged in learning activities to ensure that the learning objectives set by the teacher are achieved.

Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.

Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

Other Duties:

Act as role model and set high expectations of conduct to ensure that good behaviour is maintained.

Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.

Organisational Chart:

The Cover Supervisor is responsible to the Cover Manager.

To perform such duties as the Headteacher may reasonably require or that professionalism dictates.