**Dane Court Grammar School**

**Job Description for position of Cover Supervisor**

**Accountable to: Assistant Headteacher**

**Duties and Responsibilities:** To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the absence of teachers.

**Specific responsibilities include:**

* Supervising entry and departure of students in accordance with school policy
* Recording and reporting attendance at lessons in accordance with school policy
* Supervising the students to do work left in accordance with school policy
* Assisting with the management of student behaviour to ensure a constructive working environment
* Responding to students about the work that has been set
* Collecting any work completed after the lesson and returning it to an agreed person/place
* Leaving the room in good order at the end of the lesson
* Reporting back as appropriate using the school’s agreed referral procedures on the behaviour of pupils during the class and any other issue arising
* Dealing with any immediate problems or emergencies according to the school’s policies and procedures
* Liaising with relevant Heads of Department to provide required administrative support (e.g. displays; photocopying)
* Supporting the House system and liaising with the relevant Head of House to provide assistance, as required
* Following school policies and procedures especially those relating  to child protection and health and safety
* Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
* To undertake other such duties as may be required by the Headteacher in accordance with the relevant pay and conditions