

## **Job Description: Cover Supervisor**

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**School:** Oakwood Park Grammar School  
**Grade:** Oakwood Scheme 4  
**Responsible to:** Line Manager

### **Purpose of the Job:**

To ensure high quality learning in lessons by providing cover for absent teachers. The cover supervisor is not expected to teach the students but will be expected to respond to students' general questions and ensure that they remain on task and complete the set work.

### **Key duties and responsibilities:**

1. Supervise pre-prepared activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.
2. Clearly communicate the work set by the class teacher to the students.
3. Prepare the classroom/outside areas for lessons, ensuring that resources are distributed and cleared away at the end of the lessons.
4. Secure and sustain an effective learning environment with high expectations of student focus and behaviour.
5. Collect completed work at the end of the lesson and return it to the appropriate teacher.
6. Provide feedback to teachers on the delivery of the covered lesson
7. Undertake registration cover
8. Supervise students and help staff on school visits and trips
9. Monitor your own progress by evaluating the impact of your supervision and use this analysis for improvement.
10. Act consistently within school-wide rewards and sanctions policies.
11. Attend meetings relevant to your role.
12. 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