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#### JOB DESCRIPTION

**Post Cover Supervisor/Study Support**

**Salary BP5**

## Main Purpose of the Job

In the absence of the class teacher, to work as a cover supervisor under the supervisory arrangements established by the school. When these cover arrangements are not required, to work as a Teaching Assistant (2) according to the requirements of the school. There will also be an administration element to the role.

**Main Functions**

* To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher

### To develop curricular knowledge as required by the school

* To apply the school’s Behaviour Management Policy and report any difficulties to the supervising teacher/head teacher
* To set homework previously prepared by the teacher
* To mark elements of class work and homework under the guidance of the class teacher
* To undertake observations of the pupils and contribute to pupil records
* To administer (and mark) class tests
* To assume full responsibility for the organisation of class/department trips and outings including booking venues, coaches etc, liasing with parents and collecting money from pupils/parents
* To supervise the work of the Teaching Assistant
* To attend school/department meetings to contribute to the discussions about individual pupils
* To attend Parents’ Evenings, as required, to contribute to the discussions about individual pupil’s progress
* As required, to work as a Teaching Assistant in support of the class teacher
* To provide consistent and effective support in line with the requirements and responsibilities of your role
* To take part in training activities offered by the school and county to further knowledge
* To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities
* To carry out the above duties in accordance with the Education Department’s Equal Opportunities Policy.