



# Saint George's C of E School

**Job Description:** Cover Supervisor

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**Grade:** Kent Range 6  
**Responsible to:** Cover Manager

## **Purpose of the Job:**

To supervise whole classes undertaking pre-prepared activities provided during the short-term absence of a classroom teacher. The primary focus is to facilitate learning of KS3 and KS4 students and to keep them on task.

## **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. Facilitate and encourage good learning in the classroom to ensure all students can reach their potential.
3. To manage student behaviour in line with school policy to ensure there is a good climate for learning whilst students complete their work.
4. To support individual or groups of students who may need further intervention to complete tasks set.
5. Collect any completed work after the lesson and return it to the appropriate teacher.
6. Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

## **Individuals in this role may also undertake some or all of the following:**

1. Undertake other non-teaching duties as required, to include the provision of administrative support.
2. Undertake exam invigilation.