



## **JOB DESCRIPTION**

**Post Title:** Cover Supervisor

**Salary Scale:** Teaching Assistant Level 3  
Grade 6 Spinal Column Point (SCP) 11 - 19  
Term time only plus 3 Inset days (34 .5 hours equivalent)

### **PURPOSES OF THE POST:**

1. To make a positive contribution to students' learning throughout the school by providing cover supervision for the short-term absence of teachers
2. To provide other general supervisory cover as required
3. To provide additional support to class teachers as required
4. To assist with general administrative tasks as required

At all times the postholder will be expected to uphold the school's reputation, standards and ethos and work within the school's policies and procedures, particularly those regarding health & safety, confidentiality, equal opportunities, special educational needs and child protection.

### **RESPONSIBLE TO:**

Cover Manager

### **MAIN AREAS OF RESPONSIBILITY**

- to supervise work that has been set for students whose teacher is absent (short term) from the classroom
- to communicate the work set by the class teacher to the students and to follow all instructions as directed by the class teacher
- to manage the behaviour of students whilst they are undertaking this work and ensure a positive learning environment within the classroom
- to respond to any questions from students about processes and procedures
- to deal with any immediate problems or emergencies according to the school's policies and procedures
- to collect any completed work after the lesson and return it to the appropriate teacher
- to report back as appropriate using the school's agreed referral procedures on the behaviour of students during the lesson and any issues arising
- to assist/supervise in the provision of after school activities/clubs
- to assist in the administration and supervision of tests and examinations
- to assist in the supervision of students on trips / visits
- to assist in the supervision of student detentions
- to carry out administrative tasks (both within and outside the classroom) as required
- to attend staff training / meetings as appropriate
- any other duties relevant to the role and commensurate with the grade of the post