



Roles and Responsibilities – Cover Supervisor

- Supervise work that has been set by a teacher.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from pupils about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Collect completed work after the lesson and pass to the appropriate teacher.
- The role is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting or to allow time for planning, preparation or assessment.
- A Cover Supervisor will not engage in "active" teaching.
- Report, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Experience of working with children of the relevant age. Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.
- Take responsibility to complete all safety checks, eg online training, when directed

Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.