



JOBSEEKER
RESOURCES

JOB DESCRIPTION – COVER SUPERVISOR

Cover Supervisor Job Description

Duties and Responsibilities:

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

Specific responsibilities include:

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation under the supervision of the examinations officer.
- Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the schools' policies and procedures.
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms following consultation with the recognised trade unions.