



<b>POST TITLE:</b>	Cover Supervisor
<b>SCALE:</b>	Grade C
<b>HOURS:</b>	31 hours per week, 39 weeks per year
<b>RESPONSIBILITY TO:</b>	Cover Manager
<b>OVERALL RESPONSIBILITY:</b>	Management and supervision of classes of students where the normal class teacher is absent as directed by the member of staff responsible for allocating cover.

### **PURPOSE:**

- To cover for absent staff
- To cover for absent teachers delivering the work set by the member of staff or by the Faculty Leader
- To be a co-tutor/cover tutor as required
- To assist with the preparation of teaching resources liaising with the Faculty Leaders
- To carry out invigilation duties during examination periods.

### **MAIN DUTIES AND RESPONSIBILITIES SEPCIFIC TO THIS POST:**

#### **Management of Teaching & Learning**

- To manage and supervise classes of students where the normal class teacher is absent as directed by the member of staff responsible for allocating cover
- To present the work to students set by the absent teacher or the Faculty Leader, checking that all students are actively engaged in their learning throughout the lesson and are on task for the duration of the lesson
- To carry out such duties as are deemed reasonable within the management and supervision of classes to enable students to continue to learn effectively. This will include helping students with their work where it is pragmatic to do so and where it does not infringe Health & Safety Regulations, using relevant classroom management strategies to ensure a purposeful environment for teaching and learning to take place, taking registers and recording information related to student progress. It does not include teaching students new work as would be expected of a class teacher
- To give feedback by the end of the day to the appropriate Faculty Leader(s)
- To be a co-tutor and attend assemblies when required including reading out notices to the tutor group, leading activities that support learning and monitoring student attendance
- To do break or lunch time duties

#### **ASPIRE**

ACHIEVEMENT \* SUPPORT \* PERSEVERANCE \* INDIVIDUALITY \* RESPECT \* EXCELLENCE

- To invigilate examinations
- Take on other reasonable duties as directed by the Principal

### **Management of Resources**

- To issue resources to students in line with the work set by the absent member of staff or Faculty Leader and to ensure that these are used appropriately and not abused
- To ensure that all resources are accounted for at the end of each lesson
- To prepare teaching resources for the Faculty Leader in linked faculties as requested by the Faculty Leader including mounting displays and preparing teaching resources

### **Administration**

- To support linked Faculty Leaders with administrative tasks, including filing of resources, photocopying, maintaining inventories and preparing displays of student work, when not covering for absent colleagues

### **Supporting the College**

- To liaise, advise and consult with members of the team supporting students
- To attend relevant, appropriate Continuing Professional Development
- To implement the college's policies as set out in the Staff Handbook
- To respect the need for confidentiality both within and beyond the college
- To undertake other tasks as directed by the Principal which fall within the purview of the post
- To carry out such other duties and responsibilities as reasonably requested

**This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the college in relation to the post holder's professional responsibilities and duties.**