Job Description-Cover Supervisor

Title: Cover Supervisor at Caistor Grammar School

Reporting to: Cover Manager

Responsible for:

Providing in class supervision for pupils when the teacher timetabled for the class is absent.
Liaising with staff/HoD regarding planned work set by the teachers.
Providing feedback to the teacher/HoD on the lessons covered.
Giving in class support within a designated Department area.

Job description:

- To supervise students in classrooms with the work left in accordance with the school policy
- Oversee the collection of resources needed in order to deliver the covered lesson
- To communicate effectively the work set by the teachers to the students
- To create an orderly and purposeful learning environment in which pupils can complete the set work
- To supervise entry and departure of students in accordance with School policy
- To respond to students in relation to general queries about the set work
- To collect completed work after the lesson and return to the appropriate member of staff
- Provide brief pro forma led feedback to the member of staff regarding the cover lesson
- To deal with any immediate problems or emergencies in the classroom in accordance with the School policy
- To liaise on a daily basis with the Cover Manager
- To undertake appropriate professional development
- To implement the School's Behaviour for Learning policy
- To become familiar with and implement school policies and procedures
- To help raise the aspirations and achievements of all students
- To help develop a pleasant and welcoming learning environment for all
- There may be the opportunity to accompany visits and field trips under the direction of the lead teacher /organiser