



Cover Supervisor - Job Description

Post Details

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| Title: | Cover Supervisor |
| School: | South Dartmoor Community College |
| Line Manager: | Cover Manager |
| Grade: | D |

Working Hours: 8:30am – 4pm (Monday to Friday, term time only) – with a 50 minute lunch break (part-time working would also be considered for the right applicant)

Purpose of Job

The main focus of the role is whole class supervision in the short term absence of teachers, ensuring that pupils are safe and have access to teaching and learning. You should be able to give clear instructions to the class on work left by the absent teacher or Head of Department.

Furthermore, you will carry out subsidiary tasks as agreed with the Cover Supervisor Manager.

Main duties & Responsibilities

To supervise whole classes during the short-term absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

At the start of each day:

- collect the day's cover sheets from the Cover Manager at 8:30am; copies of work may be left – otherwise work will be found in teaching rooms
- attend Monday morning briefing at 8:45am

Main Role – Lesson Supervision for Absent Staff:

- Accountable to Cover Manager
- Arrive promptly to cover lessons
- Ensuring orderly entry to the room and check that students are properly dressed and equipped to start the lesson.
- Supporting and responding to students about the work that has been set.
- To set home learning previously prepared by the Teacher.
- Assisting with the management of student behaviour to ensure a constructive working environment

- Collecting any work completed after the lesson and returning it to an agreed person/place
- Prepare and maintain the learning environment
- Recording and reporting attendance at lessons in accordance with school policy
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teachers/school work and to keep confidences as appropriate
- Escort and supervise students on educational visits
- Develop and maintain working relationships with other colleagues and practitioners
- Participate in training and other learning activities

Responsibilities:

- Leaving the room in good order at the end of the lesson
- Leave appropriate feedback

For any lessons that you are not required for cover:

- Carry out subsidiary roles as agreed with the Cover Supervisor Manager

Other Expectations

- Assist with exam invigilation
- Attend periodic training sessions
- Meet fortnightly with the Cover Supervisor Manager for fifteen Minutes (one to one)
- Lessons Observations will be carried out at least one per month during the trial term and termly thereafter
- Undertake lunch duty as part of a duty team on one day per week.

At South Dartmoor Community College we offer:

- a supportive professional development programme from induction to leadership for all staff
- a co-operative, inclusive College ethos with high expectations for all students and staff
- a professionally stimulating and supportive working environment.

You will be:

- a motivating and inspiring role model demonstrating high expectations for all of our students to achieve their potential
- creative and imaginative in your approach to teaching and learning including the use of new technologies
- passionate and committed to improve the lives of young people.