



Cover Supervisor Job Description

SALARY:	£22,983 pro rata – actual £16,065 per annum (Scale 3 point 6)
HOURS:	30 hours per week for 38.2 weeks per year (38 weeks per year plus 1 Professional Development Day), 5 days per week 8.15am to 3.15pm

GENERAL EXPECTATIONS

- To maintain the general ethos of the School both in and out of the classroom
- Start time 8.15am
- Lunch break 1 hour total over lunch and break
- Finish time 3.15pm
- On Tuesdays you are required to attend Team Briefing at 8.20am

DUTIES

- **To supervise groups of pupils due to the absence of their regular teacher**

The cover arrangements in this school are very efficient and support is always available from other colleagues within the School. The responsibility for the teaching of the pupils still remains with the class teacher. Training will be provided as part of the induction into the School and additional CPD opportunities are available.

- **To cover lessons due to the absence of a teacher. This will include:**

Taking a register of pupils

Distributing the work provided by the class teacher, Head of Faculty or Head of Department

Supporting pupils and advising them about the work set

Ensuring that pupils remain on task

Being pro-active around the room

Collecting in work as required and taking it to the appropriate person

Leaving the room tidy

Following school policies as required

- **To undertake any other duties as may be reasonably required**