

**NOADSWOOD SCHOOL
JOB DESCRIPTION**

Job Title: Cover Supervisor

Employment: 32.5 hours per week term time

Grade: C

Responsible to: Deputy Headteacher

Job Purpose: 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.

Main Duties: The following list is typical of the level of duties which the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General:

- To supervise students undertaking work which has been set in accordance with school policy.
- The Teacher responsible for allocating cover (currently the Deputy Headteacher) will, be responsible for allocating the cover supervisor to cover appropriate classes.
- To return the work completed by students to the appropriate teacher and feedback on any relevant issues.
- To monitor and evaluate students' responses to learning activities through observation and recording of achievement and provide feedback/reports as required.
- To use ICT effectively to support learning activities.
- To undertake activities as directed by the teacher with whole classes, individuals or small groups of students.

Classroom organisation

- To manage resources effectively that classrooms are left tidy and ready for the next lesson.
- To ensure orderly entry and exit of classrooms.

Student Support

- To instruct students regarding the work left by their subject teacher.
- To register and record student attendance in lessons.
- To support students by responding to their individual needs.
- To provide feedback to students in relation to progress.
- To ensure a calm and purposeful atmosphere for working in the classroom.
- To provide students with the necessary resources for learning.

School Support

- To follow School policy documents and keep updated with School documentation.
- To invigilate internal and external examinations.
- To attend and participate in meetings as appropriate and participate in other activities as required.
- To support curriculum areas in carrying out administration tasks associated with the smooth running of departments – e.g. assisting with display materials.

Welfare and other duties

- To be aware and work in accordance with the School's child protection policies and procedures and to raise any concerns relating to such procedures which maybe noted during the course of duty.
- To be aware and adhere to applicable rules, regulations, legislation and procedures including the School's Equal Opportunities Policy, national legislation (including health and safety).
- To undertake other duties appropriate to the grading of the post as appropriate.
- To maintain confidentiality of information acquired in the course of undertaking duties.