

# JOB DESCRIPTION

## TITLE OF POST: Cover Supervisor

## ACCOUNTABLE AND RESPONSIBLE TO: Deputy Headteacher

## MAIN PURPOSE OF THE JOB:

To carry out a range of tasks to support Headteacher and staff in the following key areas of operation of the school

Teaching Support

# ACCOUNTABLE AND RESPONSIBLE FOR THE FOLLOWING KEY TASKS:

### **TEACHING SUPPORT:**

- To arrive in school each day in time to review cover requirements for the day as directed by the Cover Administrator and to take class registration if required
- To receive and register members of the class at the beginning of each lesson
- To communicate and explain to the pupils the work set for them
- To distribute materials to the pupils and to ensure that they are used appropriately
- To move around the room regularly throughout the lesson, explaining work insofar as is possible, and helping pupils with personal organisation/application to the work
- To maintain good order in the classroom
- To ensure that any extended learning to be set is communicated to the pupils and is noted by pupils
- To ensure that members of the class are ready to leave as soon as the bell sounds
- To ensure that the room is left neat and tidy for the next occupants
- To write on the cover sheet a brief note of the standard of pupil work and behaviour in that class
- To work in partnership with teaching departments in the school to guide and facilitate learning
- To be aware of and apply whole school policies and to ensure that all dealings with pupils are in accordance with the school's mission statement

### OTHER:

- Attend training courses, departmental meetings and performance management interviews at the request of your line manager.
- Undertake any other reasonable tasks as directed by your line manager or the Headteacher.

St Joan of Arc Catholic School is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check, satisfactory references and any other safeguarding requirements at the time of appointment.