

**Job Description**

**Job Title:** Cover Supervisor

**Job Purpose:**

To provide supervision and cover of classes across the curriculum in the event of the absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set learning, managing pupil behaviour and ensuring a safe environment.

**Main Duties / Responsibilities:**

Cover Supervisors are expected to carry out the following duties to cover for short-term teacher absence.

* Deliver lessons appropriate to the age and ability of the pupils so as to facilitate progression in pupils’ learning; the plans and resources for these lessons to be provided by class teacher/KS Leader (or relevant other)
* Manage the classroom and teaching equipment so as to create a safe and positive learning environment which makes effective use of the available resources
* Feedback to the class teacher on pupil engagement in the set work and also on any issues that may have arisen during the covered lesson(s)
* Implement Hoyle Court Primary School’s policy with regard to safeguarding, registration, pupil absence, dress code, behaviour,
* Enforce Hoyle Court Primary School’s rules relating to Health and Safety
* Provide advice and guidance to staff, pupils and others
* To undertake administrative duties relevant to the role
* Operate relevant equipment/ICT packages (e.g. MS Office, Internet, Email, SIMS)
* When not required to undertake any responsibility falling within the Cover Supervisors role, cover supervisors maybe directed to provide additional support in the school in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled.

In addition, Cover Supervisors are expected to carry out the following duties when providing cover for long term teacher absence

* In consultation with the Key Stage Leader (or relevant other) and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students’ learning
* Facilitate the general progress and well-being of any individual pupil within any group of pupils assigned to her/him, providing guidance and advice to students on educational and social matters
* Contribute to appropriate extra-curricular provision as appropriate
* Provide classroom assistance and support for individual pupil needs if necessary