



## Cover Supervisor

### JOB DESCRIPTION

- RESPONSIBLE TO:** The Member of the Senior Leadership Team responsible for Classroom cover
- JOB PURPOSE:** Under the professional direction of a teacher to supervise whole classes during the short term absence of a class teacher

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#### Principal Accountabilities:

Support for pupils	<p>To supervise whole single classes of students using material planned by a teacher to engage pupils in learning activities.</p> <p>Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.</p> <p>Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.</p> <p>Respond to students' general queries and keep students on task.</p>
Support for teachers	<p>Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.</p> <p>Comply with instructions requested by the usual class teacher.</p> <p>Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.</p>
Support for curriculum	<p>Make appropriate use of equipment and resources.</p> <p>Comply with lesson plans and instructions from class teacher.</p>



# Testbourne Community School

Be aware of and take responsibility for all aspects of safeguarding and promoting the welfare of children.

Participate in all aspects of training and development.

Any other duties commensurate with the overall responsibility of the position and deemed relevant by the Headteacher and Line Manager.

This post is subject to a satisfactory Enhanced Disclosure & Barring Service certificate.

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this job description from time to time and will consult the post holder at the appropriate time.