

ALL SAINTS CATHOLIC COLLEGE



JOB DESCRIPTION

POST: COVER SUPERVISOR

Duties and Responsibilities

To work under the guidance of teaching staff, and within an agreed system of supervision, to facilitate learning with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

Specific responsibilities include:

- Supervising the students on work left in accordance with the school policy
- Assisting in preparing the learning environment and the materials used therein
- Assisting with the management of student behaviour to ensure a constructive working environment
- Responding to students about the work that has been set
- Collecting any work completed after the lesson and returning it to an agreed person/place
- Leaving the room in good order at the end of the lesson
- Supervising entry and departure of students in accordance with school policy
- Recording and reporting attendance at lessons in accordance with school policy
- Assisting in exam invigilation, when required, under the supervision of the examinations officer.
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
- Dealing with any immediate problems or emergencies according to the school's policies and procedures.
- Following school policies and procedures especially those relating to child protection and health and safety
- Respecting confidential issues linked to home/students/teacher/school work and to keep confidences as appropriate
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined. These could include in-class support working with a teacher and supporting the development of learning resources/displays/presentations under the direction of a teacher.
- All work to be carried out in such a way that it is in keeping with the Catholic Christian tradition upon which our College is founded.