



Sir Joseph Williamson's Mathematical School

Job Description

Position: Cover Supervisor
Responsible to: PA to Principal
Basis: D2

Role purpose:

To supervise lessons, including the entry and dismissal of classes, during the short term absence of a teacher involved in In-service training, absent on school business or absent owing to medical or personal commitments.

Duties and Responsibilities

- Ensuring that all children are safely in the classroom at the beginning of school sessions.
- Oversee the work set by the class teacher and where appropriate support individual students in the completion of work set.
- Ensure that all pupils clearly understand the instructions for the work set.
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Supporting individual students in the completion of work set.
- Liaising with the absent teacher or Head of Department regarding progress of students and offering relevant feedback regarding completion of work and behaviour.
- Liaison with Heads of department regarding cover work.
- Registration of tutor/form groups in the absence of the tutor.
- Encourage the development of a positive attitude towards the school from all pupils.
- Participate in training and other learning activities and performance development as required.
- Support for admin team when no cover is required.

Hours of work

37 hours per week (Monday to Friday) 38 weeks per year (term time only).