

CHESTER WEST AND CHESHIRE BOROUGH COUNCIL  
JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Cover Supervisor</b>	<b>JOB REF NO</b>	<b>AAAE5080</b>
------------------	-------------------------	-------------------	-----------------

**BASIC JOB PURPOSE:**

Supervise whole classes of students and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered.

**MAIN RESPONSIBILITIES:**

<b>1</b>	Supervise students who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
<b>2</b>	Manage the behaviour of students whilst they are undertaking their work to ensure a constructive environment.
<b>3</b>	Respond to any questions from students about process and procedures so they can continue with their set work.
<b>4</b>	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that student/employee safety is assured.
<b>5</b>	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
<b>6</b>	Report back, using the school's agreed referral procedures, on the behaviour of students during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	