



COVER SUPERVISOR

JOB DESCRIPTION

Responsible to the Business Manager, the holder of this post will work with the Cover Co-ordinator. The full time hours of work are Monday – Friday 8.30 - 4pm term time only.

Within the context of the School's Mission Statement and Aims and Objectives to include the following responsibilities:

- Supervision of classes during short-term absence of the class teacher.
- Implementation of work programmes, managing pupil behaviour and assisting pupils in relevant activities.
- Supervise and support students in mainstream classroom work across all areas of the curriculum.
- Liaise with teaching and pastoral staff regarding work set in class.
- Record student attendance in lessons.
- Answer students' queries regarding the instructions left by the subject teacher.
- Ensure classes enter and exit in an orderly fashion.
- Ensure that classes are left tidy and ready for the next lesson after dismissing the class.
- Ensure the health and safety of students
- Follow the School's behaviour management policy.
- Undertake invigilation during exam periods.
- Support departments with their administrative requirements as necessary.

OTHER DUTIES

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Staff are expected to comply with any reasonable request from the Headteacher or Director of Business and Finance to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Upton Hall School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our FCJ ethos as we encourage our pupils to use their talents and gifts in the service of others.