

Wellington School



Job Description – Cover Supervisor

Responsible to – Deputy Headteacher

Purpose of the Job

To supervise pre-prepared lessons in the absence of the class teacher, ensuring continuity of learning across a range of subjects.

Principal Responsibilities

- In the short-term absence of their usual teacher, to be responsible for and supervise, a class of students
- Deliver and supervise work that has been set in accordance with school policy
- Manage the behaviour of pupils whilst they are completing work to ensure a constructive environment and to implement behaviour and rewards as appropriate
- Respond to any questions from pupils about process and procedures
- If appropriate, collect completed work and return it to the class teacher
- To communicate with Head of Department or Form Tutor regarding the progress of individual pupils, as necessary
- When not covering lessons, support the Inclusion Team - this could be administrative tasks or supporting students on a one-to-one basis or in small groups
- To utilise IT as an effective tool to aid teaching and other classroom resources as appropriate
- To assist with departmental voluntary activities, societies, trips and initiatives

General

- Be aware and comply with policies and procedures relating to child protection, safeguarding, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to the school Health and Safety Policy including risk assessment and safety systems
- To adhere to the School Policy on Equality and Diversity
- To contribute to the overall ethos and aims of the school
- To appreciate and support the roles of other professionals
- Participate in training opportunities and professional development as required
- Support school events as and when required
- Undertake similar duties commensurate with the level of the post as required by the Headteacher

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.