



## **Job Description**

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| <b>SCHOOL</b>                  | Oriel High School                                                                                                                                            |
| <b>JOB TITLE</b>               | Cover Supervisor                                                                                                                                             |
| <b>GRADE</b>                   | Single Status Grade 5                                                                                                                                        |
| <b>RESPONSIBLE TO</b>          | School Business Manager                                                                                                                                      |
| <b>MAIN PURPOSE OF THE JOB</b> | In the absence of the class teacher, to work as a cover supervisor in the school or department under the supervisory arrangements established by the school. |

### **Main Functions**

1. To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher
2. To develop curricular knowledge as required by the school
3. To apply the school's behaviour management policy and report any difficulties to the class teacher/head teacher
4. To set homework previously prepared by the teacher
5. To mark elements of class work and homework under the guidance of the class teacher
6. To undertake observations of the pupils and contribute to pupil records
7. To administer (and mark) class tests
8. To assume full responsibility for the organisation of class/department trips and outings including booking venues, coaches etc, liaising with parents and collecting money from pupils/parents
9. To supervise the work of the Teaching Assistant
10. To attend school/department meetings to contribute to the discussions about individual pupils
11. To attend Parents' Evenings, as required, to contribute to the discussions about individual pupil's progress

12. To provide consistent and effective support in line with the requirements and responsibilities of your role
13. To take part in training activities offered by the school and county to further knowledge
14. To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.