

# West Park School

## 1. Job Description

Job Title:	Cover Supervisor
Salary Grade:	Point 3 - 11
Location:	West Road, Spondon, Derby
Hours worked weekly:	35
Weeks worked per annum:	Term time only

## 2. Job Responsibilities

The key function of the role is to cover lessons for teaching staff in their absence. However, we do not expect cover supervisors to cover long periods of absence. When not on cover lessons the cover supervisor will be expected to engage in activities as detailed below:

### Duties and responsibilities

To take responsibility for groups or classes of pupils in the short-term absence of their usual teacher. Preparing teaching resources for staff when required. The Cover Supervisor will be responsible for:

- Liaising with teaching staff with regards to the work set for a class.
- Managing the behaviour of pupils to ensure a constructive classroom environment whilst working.
- Pupil registration of a class.
- Dealing with any problems or emergencies in accordance with the school's 'Consequence' system and emergency procedures.
- Collect any completed work and resources after the lesson and return them to the appropriate teacher.
- To take part in whole school INSET.
- Support classroom teachers when not deployed covering a class.
- Examination invigilation.

## 3. General

1. Work carried out must be in accordance with current legislation and/or regulations.
2. All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace.
3. You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.