

The Bemrose School

Cover Supervisor – Scale 4

Job Description

Weekly hours 37 8:00am-4:00pm Mon-Thurs, 8:00am-3:30pm Friday

Weeks p.a. 39

Lunch break A flexible lunch break subject to cover requirements

Managed by Deputy Head: Teaching and Learning

Key Generic Purpose

The post holder will:

- Supervise students as directed
- Communicate the work to the students clearly so that they know what they are meant to be doing
- Observe health and Safety Regulations
- Uphold the school behaviour policy and ethos
- Maintain good classroom management
- Promote and safeguard the welfare of children
- Supervise student based interventions to raise standards.

Job Description

Tasks related to lesson supervision

1. Take class/group register accurately
2. To establish a climate for learning in the classroom
3. To oversee the use of books and equipment necessary for the lesson as required
4. To maintain good order in the classroom
5. To assist students, where necessary, and seeking appropriate assistance or advice
6. To oversee the collection of books and equipment at the end of the lesson and ensure these are returned to the appropriate place
7. To ensure the students tidy up and leave the classroom in good order
8. To return work etc. to the class teacher and inform him/her of the point reached by the students (the yellow folder can be used)
9. To carry out exam invigilation when required, maintaining the rules set out by external examination boards and in house regulators
10. To accompany staff on school educational visits and work under the direction of the trip organiser
11. To work under the direction of an agreed Learning Director or phase leader in such times when you are not supporting students or in your designated free time
12. Administrative duties where appropriate
13. Other duties may be carried out from time to time.