# Cover supervisor

School: Greatfields School

Salary / grade: Scale 5, point 22

Hours: 35

Contract type: Permanent

Responsible to: Member of SLT

# Main purpose

To cover lessons when staff are absent from school.

# Duties and responsibilities

* To provide classroom cover for staff when absent either on a short term or long term basis.
* To ensure that the work set by the teacher is completed by students to the highest of standards.
* To support individuals or groups of students in a lesson who require extra support when not covering lessons.
* To help maintain the high expectations of behaviour in the classroom and around the building.
* To take a positive approach to behaviour by forging strong and respectful relations with students.
* To run or support with at least one after school club per week.
* To carry out duties during the week.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

# Notes

This job description may be amended at any time in consultation with the postholder.