



GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.

Cover supervisor

School: Greatfields School

Salary / grade: APT&C Scale 5 pro-rata

Hours: 35

Contract type: Permanent

Responsible to: Member of SLT

Duties and responsibilities

- To provide classroom cover for staff when absent either on a short term or long term basis.
- To provide cover in the Inclusion Hub and relocations rooms when required.
- 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 support with the delivery of remote learning, when necessary, by producing resources and work packs for students.
- 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 support the school's extended curriculum programme.
- 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.

