The Bemrose School

<u>Cover Supervisor – Unqualified Teacher M2-6</u>

Job Description

Weekly hours 37 8:00am-4:00pm Monday-Thursday, 8:00am-3:30pm Friday

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 pupils as directed
- Communicate the work to the pupils 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 pupil 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 pupils, 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 pupils tidy up and leave the classroom in good order
- 8. To return work etc. to the class teacher and inform them of the point reached by the pupils (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 regulations
- 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 pupils or in your designated free time
- 12. Administrative duties where appropriate
- 13. Other duties may be carried out from time to time.