|  |  |
| --- | --- |
| **PURPOSE OF THE POST** | Cover Supervisors are required to cover lessons during the short term absence of the normal teacher who will have set suitable work for the duration. Cover Supervisors will supervise students and also provide support in a range of areas. This includes classroom support to ensure that teachers can focus on teaching and learning. |
| RESPONSIBLE TO | * The Governing Body, the Principal and the Vice Principal
 |
| **KEY AREAS OF RESPONSIBILITY** | * Carry out cover supervision and deliver lessons to teaching groups to a high standard under the direction of the subject teacher and/or Leader and Manager and on a planned basis.
* Provide students with a positive climate for learning, using the Hermitage Standards and school’s Behaviour Policies consistently and fairly where necessary to effectively manage the behaviour of students.
* Collect work at the end of the lesson and return it to the teacher, along with any feedback regarding students who may deserve praise or otherwise.
* Assist teaching staff in the development of and production of teaching resources, including worksheets, visual aids and ICT based presentations.
* Provide support in classrooms, working with teaching staff and identified individuals or groups of students as directed by the teacher.
* Ensure there is limited disruption to student learning when a member of the department is unavailable for a lesson on a planned basis.
* On occasion when cover is not needed, Cover Supervisors may also be required to carry out agreed tasks such as exam invigilation, supporting identified SEN students in lessons and general classroom support.
* Accompany teachers on educational visits when appropriate.
* Supervise students in activities other than teaching.
* Carry out classroom support activities when cover responsibilities are not necessary
* Promote positive student behaviour and conduct.
* Promote oneself as a role model to students in speech, dress, behaviour and attitude.
* Adhere to school policies and uphold the Mission and Vision Statement of the school.
* Be responsible for classroom display in department areas, including the display of students’ work.
* Be attached to a Year Team and attend meetings/briefings.
* Attend any training courses relevant to the post, ensuring continuing personal and professional development.
* Carry out any other duties requested by the Principal as deemed appropriate to the post.
 |