**Cover Supervisor Job Description**

The role of a Cover Supervisor will vary hugely between different schools.  Your main responsibility will be to cover for absent teaching staff, delivering pre-set work.

Other responsibilities may include:

• To provide classroom cover for absent teachers as requested by allocation from the cover manager or school leadership team.

• To manage and supervise classes of students and to teach the work set by the absent teacher in order to enable the students to continue to learn effectively.

• To maintain good discipline and reinforce appropriate standards for learning of classes in your care and to implement the schools Behaviour Policy.

• To undertake registrations as assigned.

• To assist with planning and individual work programmes and reviewing work activities as requested by staff as appropriate.

• Where classroom cover is not required to undertake activities at the direction of the over manager or school leadership team.

• To carry out any other duties reasonably deemed to be within the responsibility of the post of the Principal.