**Ponteland High School**

**Job Specification**

1. **Post**: Cover Supervisor

2. **Salary**: APT&C Scale 4

**Responsible to:** Headteacher via senior team member Link

**Key Tasks and Purpose of Post**

1. To supervise classes when teachers are absent.

This will include:

1. Taking the register
2. Giving out work left by teaching staff
3. Explaining to students what they are required to do
4. Giving guidance to students when appropriate about the work to be undertaken
5. Promoting positive student behaviour and conduct
6. Maintaining good behaviour and discipline
7. Implementing classroom rules and school policies effectively

2. To undertake other supervision roles e.g.

1. Support class teachers
2. Display work in corridors and classrooms
3. Examination invigilation

3. To carry out administrative tasks and activities within the school as a whole or in particular departments as required

4. Other reasonable requests as required by the Headteacher