

## **DISS HIGH SCHOOL**

**Job Description:** Classroom Supervisor

**Responsible to:** Mrs V. Reeve

1. To ensure the close supervision of students in classes where the classroom teacher is absent due to professional development or other reasons.
2. To attend morning briefing where appropriate to collect notes/work and any relevant notices.
3. To administer clear instructions based on the detailed work set and to actively participate in the delivery of the lesson.
4. To take class registers as and when appropriate.
5. To liaise with any TA's in the classroom regarding individual students and with other staff when necessary.
6. Where possible, to liaise in advance with the classroom teacher whose absence is being supervised, to ensure instructions are clarified.
7. To inform the classroom teacher of any non-participation by individual students.
8. To observe the school code of practice on Safeguarding .

September 2021