



JOB DESCRIPTION

Post title	Cover Supervisor
Responsible to	Senior Cover Supervisor
Salary	Single Status Grade 4
Main Purpose of the Job	In the absence of the class teacher, to work as a cover supervisor under the supervisory arrangements established by the college
Duties and Responsibilities	<ol style="list-style-type: none"> 1. To undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher. 2. To develop curricular knowledge as required by the college. 3. To apply the college’s behaviour management policy and report any difficulties to the class teacher/Subject Leader. 4. To set homework prepared by the class teacher. 5. To undertake observations of the pupils and contribute to pupil records. 6. To administer class tests. 7. To liaise with the Subject Leader with regard to preparing for and accompanying trips and outings and collecting money from pupils/parents. 8. To supervise the work of the Teaching Assistant in the classroom. 9. To provide consistent and effective support in line with the requirements and responsibilities of your role. 10. To invigilate exams as required. 11. To take part in training activities offered by the college and County to further develop knowledge and skills. 12. To abide by and work towards all the policies within the college eg. Safeguarding and Child Protection, behaviour management, Health and Safety, Equal Opportunities. 13. To carry out the above duties in accordance with the Children’s Services Department’s Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

St Richard’s is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.