

ST LEONARD'S CATHOLIC SCHOOL

JOB DESCRIPTION

COVER SUPERVISOR

Grade: SCP 12 - 16
Hours: 37 hours per week;
8.30 a.m. – 4.30 p.m. Monday – Thursday
8.30 a.m. – 4.00 p.m. Friday
Responsible to: Head Teacher or subject to the supervisory authority
of the Cover Manager/Deputy Head Teacher.
Line Manager: Deputy Head Teacher

MAIN AREA OF RESPONSIBILITY

Supervising pupils as directed by the Deputy Head.

MAIN RESPONSIBILITIES

- To safeguard all pupils and students
- To uphold the school rules and ethos
- To communicate the work set by the class teacher to the pupils and support pupils in their work
- To follow instructions as directed by the class/lead teacher
- To observe Health and Safety regulations
- To promote positive pupil behaviour and conduct
- To ensure good classroom management and organisation
- To invigilate examinations
- To accompany staff/pupils on educational visits
- To assist with administration

Signed: (Head Teacher)

Date:

Signed: (Cover Supervisor)

Date: