



# Job Description: Cover Supervisor

July 2025

## 1 TITLE GRADE AND POST

### Cover Supervisor

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## 2 PURPOSE OF POST

1. To promote the religious ethos of the school by nurturing the Catholic faith of all pupils and by preparing them for adult life.
2. To provide supervision of classes across the curriculum in the event of the short-term absence (planned or unplanned) of the teacher, ensuring that pupils are engaged in pre-set work, managing pupil behaviour and ensuring a safe environment.
3. To carry out such other associated duties as may be assigned by the Headteacher in accordance with the values expressed in the School Mission Statement:

*'Our school strives to be a Catholic community in which Christian principles of care and respect are valued, with emphasis on the development of the individual through academic achievement and personal development.'*

## 3 ACCOUNTABILITIES AND RELATIONSHIPS

The postholder is responsible for carrying out his or her professional duties in accordance with all school policies and procedures and under the reasonable direction of the Headteacher.

The postholder is responsible:

- Supervise students in the absence of their regular teacher across Key Stages 3, 4 and 5.
- Deliver pre-prepared lessons and ensure pupils remain engaged with their learning.
- Student registration of class
- Manage student behaviour in line with the school's behaviour policy.
- Promote a safe, respectful, and inclusive learning environment.
- Respond to any questions from pupils about process and procedures
- Assist with the preparation of classroom resources and support teachers when needed.



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- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Provide feedback to subject teachers on student engagement and behaviour.
- Collect completed work after the lesson and pass to the appropriate teacher or subject leader
- Ensure room change signs are put up each morning for classes that are moving from their usual rooms/
- To assist in the creation and maintenance of visual displays and manage the daily posting of any room change signs
- To invigilate internal and external tests and examinations under formal conditions
- In a controlled environment, to supervise students who have been isolated from their peers as a behaviour sanction.
- To take part in whole school INSET activities to enhance job effectiveness.
- To accompany students on trips, visits and other educational activities.
- To undertake a lunch 'duty' as part of the school's duty system.
- Support the work of classroom teachers when not deployed directly covering a class.
- To act as a First Aider, for which training will be provided
- To support general school administration/support when demand for cover is low.
- Participating in the school's performance management process.
- Ensure safeguarding procedures are followed at all times.
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere

**The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**