

# Job Description

## Cover Supervisor



Job Category: Support Staff  
Reports to: Senior Leadership Team  
Grade: 5

### Purpose of the Role

To supervise pupils and their work when the teacher is absent. The role involves taking sole charge of a group of pupils as required, there will be a system of supervision in place from qualified teachers in case of any difficulties.

### Key Duties and Responsibilities

- Supervising entry and departure of students in accordance with the school policy.
- Recording and reporting attendance at lessons in accordance with the school policy.
- Supervising students in class in the absence of a teacher in accordance with the school policy
- Respond to any questions from pupils about process and procedures about the work set.
- Assisting in preparing the learning environment and materials used therein.
- Collect any completed work after the lesson and return it to the agreed person/place.
- Deal with any immediate problems or emergencies according to the schools' policies and procedures.
- The postholder should have the necessary skills to manage safely classroom activities.
- The postholder must manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment.
- Report back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during class, and any issues arising.
- Dealing with any immediate safeguarding emergencies according to the schools policies and procedures.
- Supervision students arriving and leaving the school site.
- Assisting in exam invigilation under the supervision of the examinations officer.
- Supervising student at lunch time on a duty rota.
- When there is no cover the time will be spent supporting pupils in lessons, either with individual pupils or small groups in or out of the classroom, or supporting Departments with displays and administration.
- Lead timetabled lessons as directed.

### General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**