

St Thomas More RC College



**A group of believers united heart and soul in Community, Commitment,
Communication and Communion
(Acts of the Apostles 4:32)**

JOB DESCRIPTION

Cover Supervisor

36 hours per week – Term Time Only

Responsibilities – Cover Supervisors will:

- Provide classroom supervision in the absence of a teacher
- Communicate the work set by the teacher to the pupils
- Observe Health & Safety regulations
- Uphold the college ethos, rules and regulations
- Assist with examination invigilation
- Accompany staff on college trips
- Supervise detentions
- Classroom display
- Assist with duties

Reporting to:

Line Manager – Head of Learning Support – Miss J Kirk

Duties:

- Oversee the distribution and collection of books and other equipment as directed by the teacher.
- Maintain the rules set by the external examination boards and the in-house regulators when invigilating examinations.
- Work under the direction of the lead teacher/organiser when accompanying staff on college visits.
- Other administrative duties may be carried out from time to time.

The school is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. The post requires an enhanced disclosure from the Disclosure and Barring Service (DBS).