

WESTCOUNTRY SCHOOLS TRUST

Job Description



Job Title:	Cover Supervisor
Location:	Across the Trust (based at South Dartmoor Community College)
Grade/Salary:	WeST Payscale Grade D 8-14 (£26,824 to 29,540 pro rata) Actual <5 years' service £18,628 to £20,514 pay award pending Actual >5 years' service £19,045 to £20,973 pay award pending
Hours:	30 hours a week, 39 weeks per year – Monday to Friday 8.40 – 3.10 pm (30-minute unpaid break)
Reports to:	Deputy Headteacher

Purpose of Job

- To ensure continuity of learning in the absence of the teacher normally responsible for teaching a particular class through the delivery of prepared lesson plans.
- To manage effectively, the behaviour of students, and where no cover duties are required, to undertake activities to assist teachers in the delivery of the curriculum.

DUTIES AND RESPONSIBILITIES

1. In the absence of the teacher, in liaison with the department to be responsible for the supervision of students, utilising work that has been set in accordance with the school policy.
2. To build and maintain supportive relationships with students, treating all individuals consistently and with respect and consideration. To encourage the acceptance and inclusion of all students to establish a purposeful, orderly and productive working environment.
3. To promote and ensure the health and safety, good behaviour and uniform standards of students at all times.
4. To support the learning of students by explaining, reading, clarifying work and encouraging the successful completion of tasks and to respond to questions from students relating to the pre-set work.
5. To deal with any immediate problems or emergencies according to the school's policies and procedures.
6. To collect completed work after the lesson and return it to the appropriate teacher providing objective and accurate feedback and reports as required regarding student achievement, progress and other matters if appropriate.
7. To ensure the security of classroom equipment and resources including ICT.
8. To use the school's agreed referral procedures on the behaviour of students; reporting any issues arising during the class to the appropriate teacher in line with the schools' behaviour for learning policy.
9. To administer and assess routine tests and invigilate exams/tests.
10. To participate in a programme of staff development at the direction of the Headteacher.
11. To participate fully in the school's performance management processes.
12. To be an effective role model for the standards of behaviour expected of pupils.
13. To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
14. To ensure all pupils have equal access to opportunities to learn and develop.
15. Contribute to the overall ethos/work/aims of the school.
16. Where no cover is required, to undertake activities to assist teachers in the delivery of the curriculum, at the direction of the Headteacher.
17. To undertake other relevant duties commensurate with the grading of the post.
18. Assist the school in keeping up-to-date attendance records, by taking class registers and reporting details in accordance with the schools' attendance procedures.
19. Support the work of the Learning Support Teams either in class with individual or groups of students.
20. To be responsible for ensuring classrooms are left clean and tidy after lessons, and all teaching materials and resources accounted for and stored securely when not in use.

Such activities may include (but are not limited to):

- i. assisting in the supervision, training and development of staff.
- ii. monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required.
- iii. Helping plan group and individual work programmes and reviewing work activities.
- iv. joining in with the activities of the pupils in classes and contributing to the assessment and record keeping.
- v. assisting in the preparation of equipment/resources and materials.
- vi. providing clerical/admin support eg typing, photocopying, printing, display, collection and recording of money, etc.

WeST

- At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

Safeguarding

South Dartmoor Community College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. This post is subject to satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate and satisfactory references before commencing the post.

South Dartmoor Community College is committed to providing access, aids, adaptations and alternatives wherever possible and reasonable to enable disabled people to fulfil the criteria for, and undertake the duties of, its jobs.

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

Job Description produced, Sept 2026

South Dartmoor Community College

Person Specification – Cover Supervisor



E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together," sharing expertise across the trust to lift every school.	E		✓
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny.	E		✓
Integrity:			
We act ethically, transparently, and with financial propriety.	E		✓
Compassion:			
We recognise need and act with positive intention to support wellbeing.	E		✓
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity.	E		✓
Qualifications:			
Level 3 qualifications or equivalent.	E	✓	
A good level of education to include GCSE Grade C/4 or above in Maths and English (or equivalent Level 2 qualification).	E	✓	
Degree.	D	✓	
Qualified Teacher Status.	D	✓	
Experience:			
Experience working with young people aged 11-18 in an educational, youth work, coaching, mentoring, or similar environment.	E	✓	
Understanding the issues related to the motivation of young people.	E	✓	✓
Good ICT skills, including the effective use of Microsoft Office and school information systems.	E	✓	✓
Experience of administrative work in a school/college environment.	D	✓	✓
Experience using educational technology.	D	✓	✓
Experience of data and information systems.	D	✓	✓
Awareness of health and safety issues within a school environment.	D	✓	✓



WESTCOUNTRY
SCHOOLS TRUST

STRONGER TOGETHER... EVERY CHILD IN A GREAT SCHOOL

Westcountry Schools Trust. Registered address: Harford Road, Ivybridge, Devon PL21 0JA.
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Experience of a range of strategies to deal with classroom behaviour	D	✓	✓
Experience supporting SEND students.	D	✓	✓
Knowledge, Skills and Abilities:			
Good communication skills, confident and motivational.	E	✓	✓
Good organisational skills and administrative skills.	E	✓	✓
Good oral and written skills.	E	✓	✓
Good sense of humour, resilient and flexible.	E	✓	✓
Can work independently or as part of a team.	E	✓	✓
Tactful and discreet and upholds and promotes the positive image of the schools at all times.	E	✓	✓
Ability to work within school policies, procedures and ethos.	E	✓	✓
Demonstrates enthusiasm for working with young people	E	✓	✓
Understanding of safeguarding responsibilities.	E	✓	✓
Ability to de-escalate challenging behaviour.	D	✓	✓
Knowledge of attendance and pastoral systems.	D	✓	✓
Further Requirements:			
Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	E	✓	✓
Have high expectations of self and others and provide a role model for students and staff.	E	✓	✓
Cares deeply about the success of every child and every member of staff.	E	✓	✓
Committed to continuous school improvement.	E	✓	✓
High standards of dress and presentation and high expectations of others.	E	✓	✓

The College is committed to the safeguarding and wellbeing of students and expects all staff to share in this responsibility. You will be required to work under child protection screening, including enhanced DBS clearance and full reference checks with previous employers.

Job Description produced, July 2026