



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Cover Supervisor/Manager Job Description

Purpose:

Our Cover Manager will provide effective and efficient arrangements for Cover across the school. They will complete administration for cover and liaise with external agencies, Headteachers' PA and teaching staff. They will lead the Cover Supervisors within school to ensure they provide a high-quality service and be responsible and available to provide cover once the cover needs for each day have been arranged. The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

Our Cover Supervisor will be responsible for supervising classes during the short-term absence of teaching staff, ensuring that students continue to learn effectively, behave appropriately, and work within the school's Christian values and policies.

Key Responsibilities

Cover Manager

- To receive calls and monitor the cover absence emails each morning from 7.15am and arrange cover as necessary, ensuring that all absence information is passed on to the schools HR Administrator
- Liaise with the Senior Leadership Team & Headteacher regarding long term absence and planned trips/course/medical appointments.
- Plan cover in advance for all future known requirements eg. school trips and events taking place during school time, agreed leave of absence and CPD etc. Make full use of the school calendar in ensuring all future events that require cover /timetable changes / room changes are identified, prioritised and planned accordingly.
- Create the daily rota for cover within the school.
- Meet & Greet Cover Supervisors / Supply Teachers and provide daily timetable.
- Support Cover Supervisors with queries and liaise with external agencies
- To be responsible for the induction of supply staff
- Keep abreast of changes to Arbor and school curriculum to ensure efficient service is provided.
- Complete marking or lesson preparation on occasions, if the subject is an area of expertise.
- Participate in training and other learning activities, as required.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.

Classroom Supervision and Learning

- Supervise whole classes during the absence of teaching staff.



TOWNSEND
CHURCH OF ENGLAND SCHOOL

- Deliver pre-set work, ensuring students understand the task and remain engaged.
- Maintain a purposeful learning environment in line with school expectations.
- Respond to questions and provide guidance on learning activities where appropriate, without teaching new content.
- Collect completed work and provide feedback to teaching staff.

Pupil Behaviour and Welfare

- Manage pupil behaviour effectively in accordance with the school's behaviour policy.
- Promote positive relationships and high standards of conduct.
- Ensure the safety and wellbeing of students at all times.
- Deal appropriately with incidents, referring to senior staff when necessary.

Support for the School Community

- Uphold and promote the Christian ethos and values of Townsend Church of England School.
- Support students' spiritual, moral, social, and cultural development.
- Work collaboratively with teaching staff, pastoral teams, and senior leaders.
- Contribute to a calm, respectful, and inclusive school environment.

Administration and Organisation

- Take accurate registers and follow attendance procedures.
- Report concerns regarding pupil progress, behaviour, or safeguarding.
- Follow school policies, including safeguarding, health and safety, and confidentiality.
- Comply with the school's Health and Safety policy

Safeguarding

- Promote and safeguard the welfare of children and young people.
- Adhere to all safeguarding policies and procedures and report concerns promptly.

Safer Recruitment

1. This role will require the post holder to have an enhanced DBS check.
2. It is the individual's responsibility to promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with.

General

1. Play a full part in the life of the school community; support the school's priorities and ethos and encourage students to follow this example.



TOWNSEND
CHURCH OF ENGLAND SCHOOL

2. Undertake continued personal professional learning activities, as agreed with the Line Manager / CPL coordinator.
3. Undertake duties as per the published rota.
4. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

Notes

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time.
3. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



Cover Supervisor Person Specification

Attributes	Essential	Desirable	Evidence
Qualifications & Experience			
GCSEs (or equivalent) in English and Mathematics at Grade 4/C or above.	×		A
A-levels or degree (or working towards one), particularly in education or a related field.	×	×	A
Knowledge & Skills			
Ability to maintain discipline and motivate students.	×		IP
Good communication and interpersonal skills.	×		IP
Ability to follow lesson plans and instructions accurately.	×		IP
Good understanding of safeguarding and child protection (training can be provided).	×		A/IP
Confidence in working across a range of subjects and year groups.	×		A/IP
Strong behaviour management skills.		×	A/IP
Interest in pursuing a career in teaching or education.		×	A/IP



TOWNSEND
CHURCH OF ENGLAND SCHOOL

Ability to build positive relationships quickly with students.		×	A/IP
Experience			
Experience of working with children or young people (e.g. in a school, youth work, coaching, or similar setting).	×		A/IP
Experience of managing groups of young people.	×		A/IP
Previous experience as a Cover Supervisor / Manager or Teaching Assistant.		×	A/IP
Experience working in a secondary school setting.		×	A/IP
Experience supporting students with additional needs.		×	A/IP
Personal Qualities			
Calm, patient, and professional manner.	×		A/IP
Flexible, reliable, and adaptable.	×		A/IP
Ability to work independently and as part of a team.	×		A/IP
Commitment to equality, diversity, and inclusion.	×		A/IP
Willingness to support the Christian ethos and values of the school.	×		A/IP

A = Application Form

IP = Interview Process (this will include teaching a lesson)

R = Reference

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____