



Cover Supervisor

Responsible to: Senior Assistant Principal

1. Purpose of the Role

To supervise whole classes during the short-term absence of teaching staff, ensuring that students remain on task with the work set, maintaining a positive learning environment and upholding the school's behaviour and safeguarding expectations.

2. Main Responsibilities

Classroom Supervision

- Supervise classes in the absence of the regular teacher across a range of subjects.
- Deliver pre-prepared lessons and ensure students complete the work set.
- Manage classroom behaviour in line with the school's behaviour policy.
- Respond to student questions within the constraints of the lesson plan.

Student Management and Behaviour

- Maintain a safe, calm, and purposeful classroom environment.
- Follow school systems for behaviour management, rewards and sanctions.
- Report any behavioural or safeguarding concerns in accordance with school procedures.

Supporting Learning

- Encourage students to remain engaged and on task.
- Provide basic guidance to support learning activities where appropriate.
- Ensure all students, including those with additional needs, are supported in accessing work.

Administration and Reporting

- Take accurate registers at the start of each lesson.
- Provide feedback to teaching staff on student progress and behaviour.
- Complete incident reports where required.

General Duties

- Uphold the school's ethos, policies and values at all times.
- Supervise students during break/lunchtime duties if required.
- Participate in training and development opportunities.
- Support wider school activities as appropriate.

Safeguarding

- Promote and safeguard the welfare of students in line with statutory guidance.
- Adhere to all safeguarding and child protection policies and procedures.

3. Person Specification

Qualifications and Training

Essential:

- Minimum of GCSE Grade C/4 (or equivalent) in English and Mathematics

Desirable:

- Degree-level qualification
- Relevant training in behaviour management or safeguarding
- Experience in an educational setting

Experience

Essential:

- Experience working with young people (e.g., school, youth work, coaching)

Desirable:

- Experience in a secondary school setting
- Experience managing groups of young people in a structured environment

Skills and Knowledge

Essential:

- Strong communication and interpersonal skills
- Ability to manage behaviour effectively and calmly
- Good organisational skills and ability to prioritise
- Basic IT skills (e.g., Microsoft Office, email systems)
- Ability to follow lesson plans and instructions accurately

Desirable:

- Understanding of the secondary curriculum
- Knowledge of safeguarding and child protection procedures

Personal Attributes

Essential:

- Confident, resilient and adaptable
- Professional and reliable
- Able to build positive relationships with students and staff
- Commitment to equality, diversity and inclusion
- High expectations of behaviour and conduct

Desirable:

- Interest in pursuing a career in teaching or education
- Enthusiastic and proactive approach to school life

Other Requirements

- Willingness to undertake relevant training
- Commitment to the school's safeguarding and child protection policies
- Flexibility to cover different subjects and year groups at short notice

Key Competencies

- Classroom presence and authority
- Behaviour management
- Communication
- Flexibility and adaptability
- Teamworking