



JOB DESCRIPTION

JOB TITLE	Cover Supervisor
DEPARTMENT	Academic
SECTION	Senior School
LINE MANAGER	Deputy Head Academic

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Two Satisfactory Employment references
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY:

We are seeking an enthusiastic, organised and adaptable Cover Supervisor to join the Senior School team and play an important role in supporting pupils' learning and the smooth running of the School. Working with pupils aged 11–18, you will supervise classes during staff absence, ensuring that work set by teaching colleagues is completed in a calm, purposeful and positive learning environment. You will build strong relationships with pupils, establish clear expectations and support positive engagement and behaviour. You will support across all areas of the curriculum, and in all areas of the wider life of the School including through supervision duties, support for examinations, trips and clubs and societies.

KEY RESPONSIBILITIES:

Classroom Cover & Supervision

- Supervise whole classes during short- and long-term staff absence, ensuring that work set by the class teacher is completed in a calm, purposeful and positive learning environment.

- Take and record attendance registers accurately for every covered lesson, including form time where required.
- Explain the work that has been set, respond to pupils' questions about tasks and procedures, and adjust support to suit pupils of different abilities across a wide range of subjects.
- Collect completed work at the end of each lesson, pass it to the relevant subject teacher and provide brief feedback on how the lesson went.

Behaviour Management & Relationships

- Establish clear expectations and manage pupil behaviour during cover lessons to maintain a constructive and purposeful working environment, in line with school policies and procedures.
- Build positive, professional relationships with pupils aged 11–18, acting as a calm and consistent role model.
- Respond confidently and appropriately to immediate problems or incidents in line with the School's behaviour and safeguarding policies, seeking advice or support when needed.
- Report on pupil behaviour and any issues arising during cover lessons using the School's agreed referral procedures, so that class teachers and pastoral staff are kept fully informed.

Wider School Contribution

- Contribute to the smooth running of the School during non-teaching periods through supervision duties, including breaks, lunchtimes and study periods, as required.
- Support the invigilation and supervision of pupils during internal and public examinations.
- Assist with the supervision of pupils on school trips and other extra-curricular activities as required.
- Undertake other appropriate work as directed by the Line Manager and appropriate to your skills (e.g. supporting pupils with SEND, one-to-one work, or administrative tasks) when a full timetable of cover is not required.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Human Resources Department as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Full-time, permanent
Working Hours	Term time hours: 08:30 - 16:30, Monday – Friday.
Holiday Entitlement	Forest School holidays.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.