

Job Description

Job Title:	Cover Supervisor
Hours/Weeks:	30.5 hours per week / 40 weeks (Term time) Monday to Thursday 8.15am to 3.30pm, Fridays 8.15am to 2.45pm
Contract:	Permanent
Grade / Salary:	(Scale 5) (Spinal Point 12-15) (pro rata)

Responsible to: Director of Operations

Main Objectives

- To support the Headteacher in implementing the School Improvement Plan

The post holder will provide high quality supervision to students when the teacher is absent from a class. This supervision will take place with individuals, small groups and whole classes in or out of the classroom. The work of the Cover Supervisor will enable students to continue their learning and achieve in a safe and orderly environment. Colleagues may be required to work out of hours by negotiation.

Duties & Responsibilities

- Supervise whole classes and groups of students in undertaking work that has been set in accordance with school policy. This will include setting class based tasks and homework.
- Supervise students where students are undertaking self-directed learning, for example in the Library.
- Manage the behaviour of students whilst they are undertaking the work to ensure a constructive learning environment.
- Respond to any questions from students about process and procedure.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Mark elements of classwork and homework under the guidance of the class teacher.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Administer and mark class tests.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of students during the lesson, and any issues arising.
- Develop curricular knowledge as required by the school.

- Attend school meetings, training sessions, or meet with parents to contribute to discussions on individual students.
- Assist with the organisation of class/department trips and outings.
- Undertake observations of the students and contribute to students records.
- Undertake Health & Safety duties as directed by the Director of Operations to ensure that the school meets its duty of care to all students, staff and visitors. The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership Team in an emergency.
- Liaise closely with the Cover Manager to ensure that all lessons are covered and duties agreed on a daily basis.
- Provide administrative and resource development support across all operational departments as needed.
- Participate in the whole-school tutoring programme, as required.
- Take registers
- Apply behaviour Policy

Other Specific Duties

- Assist in the supervision of students as required, for example in exams, on trips and at break times.
- The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety and equal opportunities.
- Ensure all work is appropriately documented and kept up-to-date.
- Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.

May 2026

Signed: Dated: