



HamiltonSchool

A PLACE OF EDUCATION, GROWTH & OPPORTUNITY



JOB DESCRIPTION

Cover Supervisor

Grade

Grade 6 (SCP 18-24)

Purpose

To provide high-quality classroom supervision during teacher absence, ensuring continuity of learning through a calm, structured and supportive environment. The postholder will enable students to access and engage with work set by teaching colleagues, maintain consistent routines and positive relationships, and uphold behaviour expectations through clear, responsive and respectful approaches.

Staff Responsibilities

No line management responsibility. No staff group responsibility.

Deployment

Fixed-site deployment within a Trust school, with occasional cross-Trust support in accordance with operational requirements.

Financial Accountability

Responsible for the effective management and monitoring of the departmental budget.

Key Accountabilities

Ensure continuity of teaching and learning during teacher absence through structured, well-managed classroom supervision and clear communication of the work set; enable students to access, participate in and remain engaged with learning, adapting communication and support to meet differing needs; maintain a safe, calm and purposeful learning environment by applying school behaviour systems consistently and supporting students with emotional regulation; record and communicate relevant information about student engagement, behaviour, wellbeing and



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attendance; contribute to the effective day-to-day operation of the school through supervision duties, targeted student support and other allocated responsibilities.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Main duties and accountabilities

Teaching and Learning

- Supervise classes during teacher absence, ensuring students can access and engage with the work set.
- Instruct students regarding work set by their subject teacher, explaining tasks clearly and adapting communication to meet varying student needs.
- Ensure students have the resources and materials required to complete the work set and support them to participate and remain focused on learning.
- Use flexible and responsive approaches, including encouragement, reassurance and appropriate flexibility, to re-engage students who may struggle to focus or access learning.
- Maintain a calm, predictable and supportive classroom environment



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Assessment

- Collect completed work at the end of lessons and ensure it is returned to the appropriate teacher or department.
- Provide relevant feedback to teaching colleagues on student engagement, progress and any barriers to learning.
- Highlight concerns relating to student wellbeing or participation through the appropriate school procedures.

Behaviour Management and Student Wellbeing

- Follow the school's behaviour management systems and procedures, using consistent, relational and de-escalation strategies to maintain appropriate standards of behaviour within the classroom.
- Use positive, restorative and trauma-informed approaches where appropriate to support a safe and purposeful learning environment.
- Support students to regulate their behaviour and emotions and respond appropriately to signs of distress or dysregulation.
- Promote respectful interactions and positive choices, supporting students to behave appropriately and treat others with respect in accordance with school expectations.
- Report concerns relating to behaviour, safeguarding or student wellbeing through appropriate school procedures.

Pastoral and Inclusion

- Build positive relationships with students and model professional conduct and high expectations within the classroom.
- Support students with additional or SEMH needs to remain engaged in learning through appropriate encouragement, reassurance and responsive support.
- Support the inclusion or behaviour teams during unallocated lessons where required to meet the operational needs of the school.
- Contribute to the supervision and safety of students during duties and other allocated activities across the school day.



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Trust Culture

- Work collaboratively with colleagues, including senior leaders, to support the effective operation and continuous improvement of the cover supervision service.
- Engage in professional development opportunities to strengthen practice and contribute positively to the work of the school community.

Other

- Register and record student attendance in lessons in accordance with school procedures.
- Ensure classrooms are left tidy and resources are managed appropriately at the end of lessons.
- Undertake exam invigilation duties when required, maintaining compliance with the rules and procedures of external examination boards and internal regulations.
- Undertake duties during break, lunchtime and other supervisory periods as required by the school timetable.
- Supervise students during after-school activities or off-site activities where required.
- Carry out other duties within the school that reasonably fall within the scope of the role to support the operational needs of the school.

Other requirements and responsibilities

Comply fully with all relevant Health and Safety regulations, safeguarding procedures and risk assessments.

Adhere to Trust and school policies, including safeguarding, behaviour, health and safety and data protection requirements.

Maintain professional standards of conduct and confidentiality in all aspects of the role.

An Enhanced Disclosure and Barring Service (DBS) check with Children's Barred List is required.