



JOB DESCRIPTION

Cover Supervisor

Grade

Grade 6 (SCP 18–24)

Purpose

To provide classroom supervision during a teacher's absence, ensuring continuity of learning through the delivery of work set by teaching staff. The role maintains a structured and purposeful learning environment so that students remain engaged in their work, behaviour expectations are upheld and learning continues with consistency during staff absence.

Staff Responsibilities

No line management responsibility. Staff group: none.

Deployment

Cross-Trust deployment across Trust Schools.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Teaching and learning continuity is maintained during teacher absence through effective classroom supervision, clear communication of the work set and the provision of a structured environment where students remain engaged in learning; students follow the work set by teaching staff and remain focused on learning through clear instruction, appropriate resources and consistent expectations within the classroom; behaviour expectations and classroom routines are upheld in line with school systems so that lessons remain orderly, safe and conducive to learning; accurate information about lesson activity, behaviour and completion of work is recorded and communicated to teaching staff and relevant colleagues to support continuity of teaching and



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learning; operational support is provided across the school day, including duties and support to relevant teams where required, contributing to the safe and effective operation of the school.

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 may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Supervise classes during the absence of the teacher, ensuring that the work set is completed and that students remain engaged in their learning.
- Instruct students regarding the work set by their subject teacher and ensure instructions are clearly understood.
- Provide students with the necessary resources and materials required to complete the work set.
- Support students to remain focused on the task and encourage productive engagement with the learning activities provided.
- Maintain a calm, orderly and purposeful learning environment so that students are able to work effectively, supporting continuity of learning during teacher absence.



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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 routine feedback to the teacher regarding lesson progress, student engagement and any issues arising during the lesson.

Behaviour Management and Student Wellbeing

- Follow the school's behaviour management systems and procedures to maintain appropriate standards of behaviour within the classroom.
- Ensure orderly entry to and exit from the classroom to maintain a safe and structured learning environment.
- Support 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 the inclusion or behaviour teams during unallocated lessons where required to support the operational needs of the school.
- Contribute to the supervision and safety of students during duties and other allocated activities across the school day.

Trust Culture

- Work 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.



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- 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.
- Enhanced Disclosure and Barring Service check with Children's Barred List is required.
- All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- Ensure awareness of local safeguarding policies and procedures and report any concerns or information received as required.
- Demonstrate suitability to work with children.
- Maintain awareness of safeguarding procedures relating to the registration of students and students missing from class.



MAIDEN ERLEGH
SCHOOL

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Maiden Erlegh Trust retains the right to implement changes in job descriptions to reflect changes in the demands of the post. Where this is necessary, this will be done in consultation with the postholder.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. Employment with the Trust constitutes regulated activity, all posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.