



**Clarion**  
Leading a bright future

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	<b>UNQ 1-6 (£26,789-£39,450)</b>
<b>Reports to:</b>	<b>Assistant Headteacher</b>

We are looking for a Cover Supervisor to join our team.

This is an exciting opportunity to join a strong team of specialist, highly committed and enthusiastic teachers who are passionate about making a difference. We welcome applications from both qualified and unqualified teachers; length of experience should not be a barrier to applying for this role. What matters most is a genuine commitment to helping every student achieve their very best.

At Clarion, we believe all students deserve an exceptional education, and we are looking for colleagues who share that ambition.

Clarion is a rapidly improving school, with examination results continuing to rise year on year. The successful candidate will benefit from a comprehensive programme of Continuous Professional Development (CPD), with access to both high-quality internal training and external opportunities for growth and development. In addition, our proactive Staff Well-being Team offers a wide range of initiatives and support designed to ensure all colleagues feel valued, supported and able to thrive.

*Clarion is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to complete an enhanced disclosure and barring service check.*

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	<b>UNQ 1-6 (£26,789-£39,450)</b>
<b>Reports to:</b>	<b>Assistant Headteacher</b>

### **Responsibilities**

- Record student attendance for each covered lesson.
- Conduct learning activities for students as planned by the teacher.
- Supervise students during their learning activities.
- Strive to meet the learning objectives set by the teacher.
- Follow the Clarion School Teaching and Learning Rubric and Disruption Free Learning to foster student engagement and exemplary behaviour.
- Support the T&L lead in collating and driving best practice around cover lesson
- To support the T&L lead in reviewing and monitoring the standard of cover work across the school and in implementing the cover work guidelines.
- Serve as a role model and maintain high standards of conduct to ensure good behaviour.
- Collect and either store or pass on completed student work to the appropriate teacher.
- Adhere to policies and procedures regarding child protection, health and safety, confidentiality, and data protection, reporting any concerns to the appropriate person.
- Be open to and participate in teaching and learning training and take part in the performance development review cycle.
- Attend staff meetings and INSET days as appropriate.
- Provide administrative assistance when not engaged in covering lessons or organising cover.

### **Additional Duties**

- To play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage and ensure students follow this example.
- To contribute fully to the extra curricular life of the school.
- To promote and safeguard the welfare of all ClarionSchool students.
- To attend all meetings held in directed time as required
  
- To share in supervisory duties according to the school's published rotas
- To keep up to date with school information e.g. the weekly bulletin, staff handbook, etc.
- Participating in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers.

### **Promotion of the School**

- Support the Headteacher and staff in the review, implementation, development and monitoring of whole school policies which promote the school's values, aims and objectives
- To contribute to whole School events as and when required
- To be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities

This job description is current at the date indicated below but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

May 2026



### Person Specification

<b>Job Title:</b>	<b>Cover Supervisor</b>
<b>Grade:</b>	<b>UNQ 1-6 (£26,789-£39,450)</b>
<b>Reports to:</b>	<b>Assistant Headteacher</b>

#### Qualifications

##### Essential

1. Degree in related subject

##### Desirable

1. Higher Degree

#### Experience

2. Ability to use own initiative and have significant experience in a classroom environment
3. Evidence of good classroom management skills
4. Passion to inspire and maintain the high quality teaching and learning
5. Use of a Management Information System (MIS)
6. The ability to use ICT effectively to engage students
7. The ability to adapt materials to meet the needs of learners
8. Evidence of pastoral experience
9. An interest in the wider curriculum area
10. Evidence of positive relationships with young people

2. Successful teaching experience in a diverse context
3. Experience of being a form tutor
4. Evidence of further CPD e.g. behaviour for learning at relevant INSET
5. A commitment to offering an extra curricular activity

<b>Knowledge/Skills (Ability to)</b>	
<ul style="list-style-type: none"> <li>10. An ability to prioritise and manage workload</li> <li>11. A willingness to learn and develop new skills</li> <li>12. An ability to demonstrate a good level of written and oral communication skills</li> <li>13. Adaptability as there is no fixed timetable</li> <li>14. Resilience and a sense of humour</li> </ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>15. Commitment to the highest standards of child protection</li> </ul>	<ul style="list-style-type: none"> <li>6. Involvement in creative and innovative teaching developments</li> </ul>