

Cover Supervisor

Plantsbrook School



Title of Post	Cover Supervisor
Status	Permanent part-time/full-time
Salary/Grade	Grade 3 £27,254 - £33,699 per annum (FTE) £21,311 - £26,351 (Actual)
Start date	TBC
Advert Closing Date	Tuesday 1st September 2026
Proposed interview date	Friday 4th September 2026

Job Description

Job Purpose

- Supervision of classes in the short-term absence of the class teacher under the guidance of teaching/senior staff
- In-class support within a designated range of subject areas
- Curriculum support, including planning and administration
- Cover Supervisors are an established team and must be prepared to work in any subject.

Specific Duties

Cover Supervision

- Report to the Cover Manager at the start of each day.
- Supervise whole class to undertake pre-set work and/or activities during the absence of the regular teacher.
- Take register – paper or electronic.
- Begin and end the lesson in line with school guidance, ensuring students are provided with the necessary resources for their learning.
- Maintain good order and manage pupil behaviour and deal promptly with conflict and incidents in line with established school policy.
- Keep students on task as necessary.
- Respond appropriately to questions raised by students.

- Collect any completed work and return it to the appropriate teacher/department.
- Ensure the room is left tidy and ready for the next lesson.
- Provide a brief report on each class covered at the end of each day and return this to the Cover Manager.
- To liaise with either the Subject Leader, Achievement Co-ordinator or Form Tutor re any behaviour difficulties experience during lessons.
- Use school digital systems as required, such as Arbor, Google Classrooms and approved online platforms

In-class support

When not required to cover for absent teachers, you will provide in-class support. This may include assistance to individual students or to a group of students, as directed by the class teacher.

Curriculum Support

To work alongside an identified form tutor and tutor group.
To attend assemblies and tutorials (if not needed for cover).
To provide administrative support as required e.g. data input, photocopying, inventory check etc.

Supervision

To ensure pupils' safety and well-being and that they behave in an appropriate manner.
To be part of a weekly rota system in operation to supervise playgrounds, corridors/crossroads, queues for the dining room, toilets, dining and sandwich areas.

General

Responsibility for promoting and safeguarding the welfare of children and young persons. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with young people.
Contribute to the overall ethos/works/aims of the school.
Act as a first Aider (qualification course) training will be provided.
Attend and participate in such Staff Meetings/other working groups as are appropriate to the role.

This Job Description is current at **July 2026**, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role.

Person Specification

Title of Post: Cover Supervisor

Attributes	Essential	Desirable	How Assessed
Relevant Experience	• Experience of supporting young people 11-19 years • Previous experience in a school environment working with pupils	• Minimum of one year's experience of working to support children's learning, gained in a relevant environment • Experience of working with young people with behavioural issues	AF/I AF/I
Skills & Abilities	• High level written and oral communication skills • Good organisational skills and efficient working practices • Ability to work as a member of a team and work on own initiative • Ability to summarise and record information accurately • Prioritise own work and ability to work on own initiative • Committed to the provision and improvement of quality service provision • Ability to use conflict resolution strategies and breaking down barriers to education • Understanding of the role of the class teacher, the parent or carer and external agencies in developing and maintaining an effective learning environment		AF/I AF/I AF/I AF AF/I AF AF/I I
Personal Attributes	• Confidence, authority and excellent interpersonal skills • Ability to work in a demanding environment • Able to plan own workload and respond flexibly to changing circumstances • Effective time management skills • Reliable and punctual • Creativity and ability to think laterally • A 'can do' approach and positive outlook		I I I I AF I I

	• An interest in educational issues • Have a sense of proportion and humour • Ability to adapt to a variety of situations • Be committed to safeguarding and promoting the welfare of children and young people		
Qualifications	GCSE English and maths A*-C or 9-4 or NVQ equivalent including Maths and English.	A Level (or higher) qualifications HLTA Child Protection Certificate/DSL trained	AF AF AF

Method of Assessment – AF – Application Form, I – Interview

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check.

We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain

