



JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
REPORTS TO:	Pastoral Director
SALARY:	Scale 4
HOURS:	7:45am to 3:30pm, Monday to Thursday and 7:45am to 3:15pm, Friday 36 hours per week, term-time only plus INSET days
DATE:	May 2026

Purpose of the job

1. To ensure the smooth running of cover lessons in the Learning Computer Centre (LCC) and classrooms
2. To cover the Back on Track (BoT) facility and to supervise internally excluded students
3. To assist the pastoral team with administration work

Key Responsibilities

- To cover lessons in the LCC and classrooms and ensure the work set is completed to the expected standard
- To cover the BoT and maintain the high standards of behaviour and conduct expected
- To carry out daily administration duties for the pastoral team
- To work as part of a duty team, including duties at the start of the day, break, lunchtime and at the end of the day
- To follow and adhere to the school's behaviour management system both in the classroom and around the school
- To develop a high profile around the school ensuring high standards of behaviour and uniform at all times

Specific Responsibilities

Cover Supervisor

To cover lessons and ensure that:

- There is an orderly start and finish
- An accurate register is taken within the first 10 minutes of the lesson
- Work is explained to students and completed to the expected standard
- Students are supported as appropriate
- Behaviour and uniform standards are adhered to and an orderly environment is maintained
- Feedback is provided to curriculum leaders if cover work is deemed inappropriate
- All school procedures are followed

Student Supervision

- To be a supervisory presence in and around the school between 8:00am and 8:25am and between 3:00pm and 3:30pm each day to ensure safe and orderly conduct of students

before and after school, including the dispersal of students from the area at the end of each day

- To ensure the safe and orderly conduct of students around the school during recreational periods and between lessons, and to provide corridor supervision and assistance to teaching staff during the school day

Internal Exclusions (IE)

- To provide supervision for isolated students for part of each school day
- To keep a record of the work completed by students in IE

Back on Track (BoT)

- To ensure the BoT is managed effectively and that the highest standards of behaviour and uniform are upheld at all times
- To take a proactive stance on enacting and enforcing the school's Positive Behaviour Policy
- To provide supervision for isolated students who have been referred to the BoT room during the school day

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

Other duties and responsibilities:

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes to the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed: _____ Post-holder Dated: _____

Signed: _____ Line Manager Dated: _____

The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility