

Cover Supervisor - Job Description

Job Title:	Cover Supervisor
Location:	King James Academy Royston
Contract:	Permanent, Part-Time
Hours:	30 hours per week, Term Time plus INSET Days (39 weeks) <ul style="list-style-type: none">Monday to Friday: 8:15am – 3.15pm (60 minute unpaid break)
Salary:	H5 (9-14) – Salary negotiable for the right candidate
Reporting to:	Senior Leadership Team / Cover Manager (as appropriate)

Job Purpose

The Cover Supervisor plays a vital role in maintaining continuity of learning when teachers are absent. In addition to supervising classes, the postholder will coordinate daily cover arrangements, ensuring staffing requirements are met, and cover is deployed effectively across the academy. The role requires excellent organisational skills, initiative, and the ability to work collaboratively with staff to support the smooth running of the school.

Key Responsibilities

Cover Coordination and Administration

- Coordinate daily staff cover arrangements to ensure lessons and duties are appropriately staffed.
- Receive and process cover requests from teaching and support staff.
- Identify suitable cover supervisors, teaching staff, or support staff to provide cover.
- Maintain accurate cover records and communicate cover arrangements to relevant staff in a timely manner.
- Liaise with senior leaders and department staff regarding cover requirements and any changes throughout the school day.
- Update cover schedules and distribute daily cover information as required.
- Monitor cover provision and highlight any staffing concerns or gaps to the appropriate line manager.
- Support the effective operation of the academy by ensuring the smooth organisation of planned and unplanned staff absence cover.

Classroom Supervision

- Supervise classes during the short-term absence of teaching staff.
- Deliver pre-prepared lessons and learning activities provided by teaching staff.
- Ensure students understand the work set and remain focused on their learning.
- Support students in completing assigned tasks and achieving lesson objectives.
- Manage classroom behaviour in line with academy policies and procedures.

- Create a positive and purposeful learning environment.

Student Support

- Encourage student participation, engagement, and achievement.
- Promote high expectations of behaviour, attendance, and conduct.
- Support students' personal development and wellbeing.
- Assist students with learning activities where appropriate.

Assessment and Feedback

- Monitor student progress throughout lessons.
- Provide feedback to teaching staff regarding student engagement, achievement, and behaviour.
- Collect and return completed work as required.

Additional Duties

- Undertake allocated duties such as break, lunchtime if appropriate.
- Support the wider academy through administrative or pastoral tasks as directed.
- Assist with examinations, intervention sessions or student support activities where required.
- Participate in academy events, training and professional development activities.

Safeguarding and Compliance

- Maintain awareness of safeguarding responsibilities and report concerns promptly in line with academy procedures.
- Follow all academy policies regarding health and safety, behaviour management, equality and diversity.
- Always maintain confidentiality and professionalism.

Safeguarding Statement

King James Academy Royston and the Diamond Learning Partnership Trust are committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful applicant will be subject to satisfactory pre-employment checks, including an enhanced Disclosure and Barring Service (DBS) check and references.

The Diamond Learning Partnership Trust reserves the right to close this vacancy and appoint a successful candidate before the closing date if a suitable application is received. Early applications are therefore strongly encouraged.