

Cover Supervisor - Job Description

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| Salary | Grade H, points 18 - 23 |
| Location | St. Aidan's CE High School |
| Contractual basis | Permanent, NJC pay and conditions |
| Responsible for | N/A |

Overall Purpose of the Job

The role of the Cover Supervisor is to supervise lessons for a variety of year groups and subjects that have been set by absent teaching staff. The successful candidate will need to be flexible, an excellent communicator and able to work independently. A teaching qualification would be an advantage

Areas of Accountability

- Supervising lessons for a variety of year groups and subjects that have been set by absent teaching staff
- Managing the behaviour of pupils whilst they are undertaking this work to ensure a constructive and positive environment
- Responding to any questions from pupils about process and procedures
- Dealing with any immediate problems or emergencies according to the school's policies and procedures
- Collecting any completed work after the lesson and returning it to the appropriate teacher
- Reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Evacuate your class from the building during a fire alarm or other such emergency and take students to the designated area.
- Offer department support, including with displays
- Provide additional support for Year teams as necessary
- Help with the invigilation of exams
- Help with the support of individual students with SEN issues
- Carry out suitable administrative tasks
- Attend half termly cover supervisor meetings with a member of the SLT
- Support the school with delivery of extra curricular activities

Specific Responsibilities of Cover Supervisor

Knowledge and Understanding

- A recognised competence in literacy and/or numeracy
- Be able to think on your feet, react quickly and effectively to potential situations and to use your initiative on a continuous basis
- Communicate confidently and effectively with students and other members of staff
- Control classroom behaviour, preventing any incidents or misbehaviour where possible by using a range of behaviour management strategies for which training will be available
- Be patient, calm and work well independently and under pressure
- Relate well to students, creating rapport and helping to raise the positive profile of Cover Supervisors within the classroom
- Enjoy a varied and constantly changing routine
- Listen to instructions which may be delivered briefly and at speed, taking on new information quickly.
- Ability to listen to students, particularly if they come to you with a problem whilst following the school's safeguarding policies.

Other specific duties

- St Aidan's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[June 2026]