

Job Description

Job Title:	Cover Supervisor
Date last reviewed:	September 2025
Grade of post:	GRADE 7
Hours :	32.75 hrs per week, 39 weeks p.a 08.15 – 15.15 (M – Thurs) 08.15 – 14.00 (F) Including a 30 minute lunch break
Location:	Gosford Hill School
Line Manager:	Headteacher's PA/HR Officer
Disclosure Level:	Enhanced DBS

Job Purpose:

To support teaching and learning by supervising whole classes during the short-term absence of teachers.

Main Responsibilities:

Support the absent class teacher by:

- supervising whole classes undertaking pre-planned learning activities which have been set in accordance with school policy on cover arrangements
- collecting finished work or homework as necessary and returning it to the class teacher
- promoting positive attitudes and high standards of behaviour, in line with the school's agreed Behaviour Policy
- reporting any behaviour issues or other matters in line with the school's policy.

Support students by:

- responding to students and providing general guidance or advice about process and procedures
- establishing good working relationships with students, acting as a role model and setting high expectations of behaviour
- promoting and enabling the inclusion of all students within the classroom
- providing a consistent approach whilst responding to individual students' needs
- encouraging students to interact and to work cooperatively with one another
- promoting independent learning
- using agreed policies to recognise and reward achievement.

Support the curriculum by:

- helping students to access pre-planned learning activities
- ensuring that students have the necessary equipment and resources to participate in the lesson.

Support the school by:

- keeping up to date and complying with policies and procedures relating to:
 - Child Protection
 - Health and Safety
 - Confidentiality and Data Protection
 - Behaviour
- recognising different needs and ensuring that all students have equal opportunities to learn and develop
- contributing to the overall ethos and aims of the school.
- When not undertaking cover supervision, cover supervisors should expect to be deployed in a range of activities which may include the following:
 - invigilation of examinations/tests
 - small group work within the Learning Support Faculty
 - supervising students in the isolation channel
 - accompanying school trips
 - general administrative duties within the school including filing, photocopying, mounting displays etc.
- The Cover Supervisor will be expected to attend an annual Performance Management Interview, school and departmental meetings, training or INSET sessions as directed by the Cover Manager.
- To comply with all Health & Safety requirements.
- Undertaking break duties as required

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Gosford Hill School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.