

## **JOB DESCRIPTION**

### **Cover Supervisor**

Hours of work:	30 hours per week
Working weeks:	39 weeks per year (38 plus 5 SDD days)
Paid weeks:	44.85 paid weeks
Working pattern:	8.00am – 3.10pm (30 min break – unpaid)
Start Date:	September 2026
Salary scale point:	12 – 17 (FT – £28, 598 - £31,022, Actual – £21,606.46 - £23,437.85)

*Please note starting point on the pay scale is subject to skills and experience.*

### **Purpose of the Job**

To provide a cover service for absent teachers, supervising classes/groups of students and ensuring that they carry out the work tasks set by the teacher with designated responsibility.

### **Key Job Outcomes**

#### **1. Support for children's learning**

The postholder will ensure that students carry out curriculum tasks set by the teacher and assist students in understanding the nature of these tasks in order to minimise the effect of the teacher's absence upon the student's learning.

To enable students to overcome barriers to learning, providing a complementary service to existing teaching staff and ensuring that students access the help they need

To encourage students in their learning by acting as a positive role model and by recognising possible obstacles to achievement

To communicate with teaching staff in order to monitor the progress of students and to update them on this

To ensure the effective monitoring and record keeping of any activity, including records of targets and outcomes

To attend relevant meetings and training

#### **2. Support for the learning environment**

The postholder will keep the learning environment secure and endeavour to leave classrooms as found.

### **3. Care and support for children**

The postholder will act on behalf of the teacher in ensuring (1) the health and safety of students in the classroom and (2) equal and fair access to learning opportunities.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

#### **General Accountabilities**

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Excalibur employment manual.
- B. Work in compliance with the employment manual, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards