



Job Description

Cover Supervisor

Contract type: Full-time permanent

Reporting to: Headteacher

Location: Serenity School

Job Purpose:

To provide supervision of whole classes across the school during the short-term absence of teaching staff. The Cover Supervisor will ensure that pupils continue to make progress in a structured and supportive environment, in line with the planned curriculum. The role involves managing behaviour, supporting pupils with special educational needs, and promoting a safe and inclusive classroom environment.

Key Responsibilities:

Classroom Supervision

- Supervise whole classes during the short-term absence of teachers, delivering pre-set work to pupils.
- Maintain a calm, safe and purposeful learning environment in accordance with school policies.
- Ensure pupils remain on task and engage positively with the learning activities provided.
- Adapt tasks and approaches as needed to support the learning needs of individual pupils.

SEN Support

- Provide appropriate levels of support and encouragement to pupils with a range of needs, including ASD, SEMH, MLD, ADHD, and speech & language difficulties.
- Use visual supports, differentiated materials and assistive strategies as needed.
- Be alert to individual EHCP targets and contribute to progress where possible during cover lessons.

Behaviour and Pastoral Support

- Implement positive behaviour management strategies in line with the school's behaviour policy.
- Build rapport with pupils and foster respectful, supportive relationships.
- Provide emotional regulation support and use de-escalation techniques when needed.

Administrative Support

- Ensure completed work is collected, clearly labelled and returned to the appropriate member of staff.
- Provide brief feedback on behaviour or notable events during the cover session.
- Support with classroom preparation or displays if cover duties are not required at any given time.

Safeguarding & Compliance

- Adhere to all school safeguarding and child protection policies and procedures.
- Report any concerns regarding pupil welfare or behaviour immediately to the designated

- safeguarding lead (DSL).
- Maintain confidentiality and professionalism at all times.

General Duties

- Attend relevant training, staff meetings and briefings as required.
- Supervise pupils during break or lunch periods if required as part of rota duties.
- Support with school-wide activities (e.g., educational visits, off-timetable events) when requested.
- Be flexible and adaptable to meet the dynamic needs of the school.

Person Specification (Summary)

Essential:

- Experience working with children or young people, ideally within an educational or SEN setting
- Ability to manage and lead a classroom confidently and calmly
- Understanding of safeguarding responsibilities in schools
- Strong communication and interpersonal skills
- Resilient, patient and empathetic approach to working with children with complex needs

Desirable:

- Experience supporting pupils with SEN and/or behavioural challenges
- Training in de-escalation or Team Teach (or willingness to undertake)
- Level 2 or 3 Teaching Assistant or relevant qualification
- Understanding of EHCPs and individualised support strategies

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

Serenity School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:

Signature:

Date: