

JOB ACCOUNTABILITIES

Name:	
Job Title: Cover Supervisor	Grade: from February 2026 Scale 4, point 7 to 11
Hours: 30.83 Hours per week Term time only	Salary: Pro-rata £20,092 - £21,416 FTE £28,383 - £30,253

JOB PURPOSE

To provide supervision of classes to cover the absence (short term) of teachers, including registration cover and break time and lunchtime duties.

SCOPE OF JOB (Budgetary/resource control, impact)

Works independently within a classroom, ensuring pupil behaviour is excellent and work progressed in the absence of the teacher.
 Working with children/young people can be particularly emotionally demanding.
 Will cover single and double lessons without teacher support.
 Needs to have sufficient authority to control the class.
 Needs some administrative skills.

POSITION WITHIN UNIT STRUCTURE

Reports to Cover Supervisor Team Leader.

KNOWLEDGE, SKILLS & EXPERIENCE

Good level of literacy and numeracy.
 At least 2 years experience of working with/interacting with children.
 Ability to relate sympathetically to children.
 Ability to manage behaviour in the classroom.
 Understanding of the educational objectives of the school.
 Commitment to training/development of knowledge.
 Understanding of child protection issues.

JOB ACCOUNTABILITIES

Ensure that classes enter and exit in an orderly fashion, taking appropriate action within the school's behaviour policy and following the Newlands Teaching essentials.
 Complete registration in line with the school's procedure.
 Instruct pupils about the work set by the teacher, ensuring understanding of tasks set.
 Clarify instructions of cover work to ensure that pupils are able to progress work set.
 Manage the behaviour of pupils whilst in the classroom within the school's behaviour policy, referring pupils on in appropriate circumstances.
 Monitor pupils to ensure they are on task and completing work set at an appropriate pace.
 Monitor pupils to ensure working in a safe way.
 Collect and return work to teacher as required.
 Ensure classrooms are left in an acceptable condition for next lesson.
 Report to assigned teacher any issues arising from the lesson.
 As part of a team to help supervise pupils during the lunch break.

Deal with any immediate problems or emergencies according to the school's policy.

Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

Support classroom teachers, Heads of Department, Heads of Year and Form Tutors by undertaking administrative tasks related to pupil learning when not needed for lesson cover. These to include recording and following through issues to do with behaviour and attendance, non-completion of work set during cover lessons, or for homework, and routine administration for school, departments or year teams, as required.

To assist with taking Y7 and Y12 new starter photographs ready for entry into Arbor.

To provide cover for other school support staff roles when not required to cover in a classroom.

To complete general administrative tasks when not required to cover in a classroom.

Person specification

Key Criteria	Essential	Desirable	How assessed
Qualifications and training	GCSE English and Maths or equivalent		Exam certificates
Job competence summary (knowledge, skills, abilities, experience)	A satisfactory enhanced DBS check	Previous experience working with children	Professional References Online DBS completed by school after interview
This post has been identified as customer facing in accordance with Part 7 of the Immigration Act 2016 and therefore the School's English language fluency standard applies.	The ability to converse at ease with the public, answer questions and provide advice, including the use of specialist terminology relevant to the job role/profession and where necessary for an extended period of time.		The competent answering of interview questions in English.

This list of duties is not intended to be exhaustive but simply highlights a number of major tasks of the post. The post holder may be required to undertake additional duties that might reasonably be expected of them and which form a part of the function of the post.

Every job description will be subject to review on an annual basis, or

- as a result of a change in strategic management, or
- as a result of a team/operational requirement, or
- as a result of agreed staff development needs and objectives.

Post holder's signature _____ Date _____

Line Manager's signature _____ Date _____