



Job Description

Job title: Cover Supervisor with Form Tutor duties

Grade: Grade 7

Hours/Weeks: 30 hours per week, term time only (39 weeks including INSET days)

Working Pattern: 8.25am- 3.30pm

Contract type: Permanent

Immediate line manager: SENDCo, with cover allocated by the Attendance and Cover Manager

Job Purpose: To supervise students when a teacher is absent, ensuring purposeful learning continues. To hold day-to-day pastoral responsibility for a tutor group as Class Tutor.

Key Duties and Responsibilities:

Teaching, Learning and Assessment

- Deliver supervision of pre-set work when a teacher is absent.
- Encourage pupils to take a responsible and conscientious attitude to their own work and study.
- Establish a safe environment for pupils, rooted in mutual respect.
- Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, regardless of the specialist subject.
- Collect the daily cover schedule; study cover work and seek clarification from the setting teacher if needed.
- Arrive promptly; ensure orderly entry and check students are equipped for the lesson.
- Record attendance using the school's electronic registration system.
- Give instructions on work left by the absent teacher, both verbally and visually, and state learning aims.
- Keep students on task; answer queries; arrange distribution of resources as required.
- Ensure the classroom is tidy at the end of the lesson; dismiss students in an orderly fashion.
- Provide feedback to the absent teacher/Head of Department following each cover lesson.
- Support students in non-cover lessons as directed by the ACE (Inclusion) team.

Class Tutor Responsibilities

- Take and record tutor group registration each morning (and afternoon where required).
- Act as a first point of pastoral contact for students in your tutor group; build positive, consistent relationships with each student.
- Monitor students' pastoral and academic progress, attendance and punctuality; refer concerns to the Head of Year.
- Communicate constructively with parents/carers about their child's progress, attendance and wellbeing.
- Deliver tutor time activities as directed by the Head of Year, including PSHE and character education.
- Attend Year Team meetings after school each term and weekly morning briefings with the Head of Year.
- Complete administrative tasks associated with the tutor role (e.g. reports, references, form-level records).

Personal Development, Behaviour and Welfare

- Report any concerns about students using school systems.



- Demonstrate consistently the positive attitudes, values and behaviour expected of pupils.
- Have clear rules and routines for behaviour; promote good and courteous behaviour in classrooms and around school in accordance with behaviour protocols.
- Develop an understanding of the needs of all pupils, including those with SEND, high ability, EAL and disabilities.
- Have high expectations of behaviour; use praise, sanctions and rewards consistently and fairly.
- Maintain good relationships with pupils; exercise appropriate authority and act decisively when necessary.

Working with Others

- Develop effective professional relationships with colleagues, knowing when to seek advice.
- Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper professional boundaries.

Other Responsibilities

- To maintain an active awareness regarding the Prevent Duty and local safeguarding procedures.
- Comply with all school policies including health, safety, confidentiality and data protection.
- Contribute to the ethos and aims of the school; attend relevant staff meetings and all INSET days.
- Participate in the Professional Development Programme including annual and interim reviews.
- Have regard for safeguarding pupils' well-being in accordance with statutory provisions.
- Carry out any other reasonable request by the Headteacher.

This job description is illustrative and may vary without changing the character of the job or level of responsibility. The post holder must be flexible to ensure the operational needs of the school are met. The above duties may involve access to confidential information; confidentiality must be maintained at all times.

This position is subject to a variable hours clause where the contracted hours can be reduced by a third.

The Cooper School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.



Person Specification

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Good standard of education including Maths and English at GCSE level 4 or above (or equivalent). 	<ul style="list-style-type: none"> • A-levels or Level 3 qualification. • Degree-level education or equivalent.
Knowledge and Experience	<ul style="list-style-type: none"> • A broad understanding of the school curriculum. • An understanding and interest in education. • Proficiency in standard IT software (e.g., Microsoft Office/Google Workspace) and a willingness to learn school-specific MIS systems (e.g., SIMS, Arbor, Bromcom). • Experience of working with young people including those with SEND. 	<ul style="list-style-type: none"> • Experience in a school environment. • Experience of pastoral or mentoring work with young people. • Some previous teaching or cover experience.
Skills and Ability	<ul style="list-style-type: none"> • Ability to communicate at all levels. • Ability to manage a class calmly and confidently. • Ability to adapt quickly to changing requirements. • Good organisational skills. • Ability to work as part of a team. • Ability to recognise and respect confidentiality. 	<ul style="list-style-type: none"> • Knowledge of behaviour management strategies. • ICT skills to use electronic registration and school systems. • Ability to communicate constructively with parents/carers.
Personal Characteristics	<ul style="list-style-type: none"> • Reliable, punctual and professional. • Demonstrates resilience and the ability to work effectively in a busy, demanding school environment. • Passionate about supporting young people. • Flexible and adaptable. • Commitment to safeguarding children. • Successful and satisfactory safer recruitment checks, which background check 	<ul style="list-style-type: none"> • Genuine interest in pastoral care and student wellbeing. • First Aid certificate or willingness to obtain one.



	<p>received from the Disclosure and Barring Service (DBS) after interview and before appointment.</p> <ul style="list-style-type: none">• Awareness of health and safety responsibilities.	
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The successful candidate will be required to demonstrate their right to work in the UK.