**JOB DESCRIPTION**

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| **POST TITLE:**  | **Cover Supervisor** |
| **RESPONSIBLE TO:** | **Deputy Head Teacher** |
| **GRADE:** | **UQT 1** |
| **WORKING WEEKS:** | **Casual (as and when required)** |
| **PURPOSE OF POST:** | **To provide short term cover for absent teaching staff, allocating pre-prepared work, keeping pupils on task and managing the behaviour of pupils during class.** **The role does not involve planning, preparing, delivering lessons or assessing and reporting on the development progress and attainment of pupils.** |

**Main duties/responsibilities**

1. Supervise pre-prepared activities and self-directed learning in the absence of the teacher to enable continuity of learning.

1. Provide support and encouragement to pupils and manage classroom organisation during the cover lesson.
2. Manage the behaviour of pupils through the implementation of the school behaviour policy and practices and encourage pupils to take responsibility for their own behaviour.
3. Collect any completed work at the end of the lesson and return it to the appropriate person.
4. Establish rapport and respectful, trusting relationships and communicate effectively with pupils.
5. Communicate pupil work as set out by the classroom teacher.
6. Report back as appropriate using agreed referral procedure on the behaviour of the class.
7. Prepare the classroom/ resources for lessons, ensuring that resources are cleared away at the end.
8. Undertake administration and any other duties that might be reasonably required commensurate with the grade of the post.
9. Supervise pupils and provide access arrangements for pupils sitting internal and external examinations ensuring that examinations comply with Examination Board Regulations.
10. Participate in the academy appraisal, training and other learning activities.
11. To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the Schools’ Health and Safety Manager
12. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
13. 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.
14. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
15. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
16. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
17. This post is deemed to be a ‘Customer Facing’ role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
18. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
19. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: April 2025

**PERSON SPECIFICATION**

**COVER SUPERVISOR**

**Key**

**AF Application form including personal statement**

**S Selection Process including interview**

**R Employment References**

**C Certificates**

**D Enhanced Disclosure and Barring Services Criminal Check**

|  | **Criteria** | **Essential/****Desirable** | **Stage Identified** |
| --- | --- | --- | --- |
|  | **Qualifications & Education** |  |  |
| 1 | GCSE A\* – C (9-4) in Mathematics and English language or Literature | E | AF,C |
| 2 | Higher qualification (A levels, degree) | D | AF,C |
|  | **Experience & Knowledge** |  |  |
| 3 | Good understanding of young people’s development and learning processes | E | AF,S,R |
| 4 | Understanding of classroom roles and responsibilities | E | AF,S,R |
| 5 | Experience of working and supervising groups of pupils of a relevant age in an education environment | D | AF,S,R |
| 6 | Working knowledge of relevant policies and legislation e.g. child protection and health & safety  | D | AF,S,R |
| 7 | Knowledge of behaviour management techniques | D | AF,S,R |
|  | **Skills** |  |  |
| 8 | Ability to use language and other communication skills that students can understand and relate to | E | AF,S,R |
| 9 | Ability to use ICT effectively in the classroom and to support learning | E | AF,S,R |
| 10 | Commitment to raising standards and achieving the highest standards of achievement for young people | E | S,R |
| 11 | Ability to support and challenge pupils   | D | AF,S,R |
|  | **Personal Attributes** |  |  |
| 12 | Ability to work independently and make a positive contribution as part of a team  | E | AF,S,R |
| 13 | Commitment to own professional development and willingness to undertake training   | E | AF,S,R |
| 14 | A high level of effectiveness including organisational and communication skills  | E | S,R |
| 15 | Ability to act as a positive role model and demonstrate high personal standards  | E | S,R |
| 16 | Self-motivated and enthusiastic | E | S,R |
| 17 | Flexible and positive approach to tasks   | E | S,R |
| 18 | Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility | E | S |
| 19 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | E | S |
|  | **Special Requirements** |  |  |
| 20 | Ability to form and maintain appropriate relationships and personal boundaries with children | E | D |
| 21 | Suitability to work with children/young people  | E | D |
| 22 | The ability to communicate at ease and provide advice in accurate spoken English | E | S |

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: April 2025