JOB DESCRIPTION

Job Title: Cover Supervisor **Reporting to:** Assistant Headteacher T&L	**Grade/Salary Range:** F11 – F19 **Hours:** 32.5 hours per week (8.30am – 3.30pm) Term Time plus all Insets

JOB PURPOSE

- To provide cover for absent teachers where supervision of set work is requested.

MAIN DUTIES AND RESPONSIBILITIES

- To supervise classes where a teacher is absent from school complying with lesson plans and teachers' instructions, including issuing (not setting) work, monitoring behaviour and managing the behaviour of pupils whilst they are undertaking this work to ensure a calm, orderly and constructive environment, responding to students' general queries, keeping students on task, collecting in work and dismissal from lessons.
- To provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records, as agreed with the teacher, reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- To undertake tutor group registration where a teacher is absent from school.
- To support students on a one-to-one basis or deliver small group support when not covering lessons.
- To promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- During examination periods to undertake exam invigilation, as required.
- To support teachers in the supervision of students on off-site visits, as necessary.
- To deal with any immediate problems or emergencies according to school policy and procedures.
- To collect any completed work after the lesson and returning it to the appropriate teacher.
- To be responsible for the deployment of the Teaching Assistants in the classrooms according to the teachers' instructions.
- To comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- No direct budgetary responsibility.

OTHER SPECIFIC DUTIES
To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time. This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date: Oct 2026

Safeguarding Statement:
This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title: Cover Supervisor	

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	• Education to A Level standard or higher • GCSE Grade C (or equivalent) in English and Maths • Proven skills in effective behaviour management • Willingness to attend and participate in support staff introductory training especially Child Protection, Behaviour management, inclusion, SEN and Disabilities and Risk & Reflection • Willing to attend Level 1 Child Protection Training	•
Competence Summary (Knowledge, abilities, skills, experience)	• Excellent personal and social skills • Confidence in dealing with young people • The ability to communicate effectively orally in the English language • Has a range of classroom experience • Familiarity with the full range of school policies, particularly in regard to Health & Safety, equal opportunities and special educational needs (SEN) • Able to use a range of strategies to deal with classroom behaviour and individual behavioural needs (SEN) • Ability to supervise staff	• Experience in working with young people • Experience in exercising authority • Confidence with ICT
Work-related Personal Qualities	• Actively enjoys working with children and has empathy with students and is sympathetic to their needs • Professionally discreet and able to respect confidentiality • Confidence to work in a range of settings (special and mainstream) with students of all age and abilities • Flexible approach to tasks • Firm, sensitive and effective approach towards student discipline • Self-motivated and willing to work as part of a team • Ability to work to deadlines and methodical approach to work. • Good time management	

	• Ability to work closely with external agencies, parents and staff. • Ability to differentiate activities. • Calm and confident in a classroom environment. • Patient and resilient. • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	
Other Work Requirements	• Suitability to work with Children • Fluent in spoken and written English to an appropriate level for the role. • Commitment to own continuing professional development (CPD). • Right to work in the UK.	