

JOB DESCRIPTION			
JOB TITLE	Cover Supervisor Grade 6 Term Time Only 35 hours per week	SALARY	ALET Points 18 – 22 Pro rata of £31,537 – £33,699 FTE
RESPONSIBLE TO	Cover Manager	LOCATION	The Bicester School
DIRECT REPORTS	None	TEAM	Cover
LAST REVIEWED	Date: 17.04.2026	Signatures (employee and line manager)	
JOB PURPOSE			
<ul style="list-style-type: none"> • To support high quality learning in the absence of scheduled teachers • To enable every child to access learning in a mainstream setting • To provide flexible, high quality support to the full range of students • To provide all students with a safe environment in which to learn 			
MAIN DUTIES AND RESPONSIBILITIES			
<p>To ensure that every student can access learning within the School curriculum</p> <p><i>Support for students:</i></p> <ul style="list-style-type: none"> • To support students to overcome barriers to learning so they are able to work independently in the company of other students and across the curriculum • Supporting the achievement of School targets for all students • To work in a range of settings to support students accessing learning within the school day, and beyond • To advise colleagues of students specific needs and / or concerns • To contribute to any referral for additional support for a student • To monitor the completion and quality of learning during cover lessons • To communicate to students any changes of lesson location due to cover • To promote positive attitudes and high standards of behaviour, dealing promptly with incidents using the school's agreed Behaviour Policy. 			

- Reporting any behavioural issues or other issues in line with the school's policy and procedure
- Using agreed procedures to recognise and reward achievement

Support for the teachers:

- To follow all set work in the classroom from the Teachers Lesson Plans.
- To develop a mutually supportive relationship with the teaching staff to help students to gain access to the curriculum in classrooms.
- To provide feedback to teachers on the quality of student responses to learning resources and tasks
- To ensure support in lessons impacts on learning at all times
- To assist students to become better learners
- Being involved in the regular monitoring and identification processes in accordance with the School's monitoring systems

Support for the curriculum:

- To support the delivery of the National Curriculum and enhanced Curriculum offered by the School.
- To provide short-term cover supervision for whole classes as needed.
- In exceptional circumstances, to provide medium to long-term cover should it be required at any time.
- To adapt plans in response to changes in need during the School day
- To maintain accurate registers of students and groups covered.
- To cover registration time on a medium to long-term basis, which would involve a consistent start to the school day for the students, along with providing pastoral care at all times, and keeping the attendance records for the students in the tutor group.

Support for the school:

- To work as part of a flexible and supportive team to further the ethos of the School
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the School and its students
- To undertake any tasks the Assistant Head Teacher would deem as reasonable e.g. general administrative duties such as filing and photocopying
- To have due regard for issues of Health and Safety relating to staff, students and visitors.

Training and Staff Development

- To attend relevant INSET/CPD and meeting when applicable.

Safeguarding

- To have responsibility for Safeguarding and promoting the welfare of children.
- To ensure that all school child protection policies are adhered to and concerns are raised in accordance with these policies
- To attend Safeguarding training sessions

Other Duties:

- Attend and be a part of the School's Support Staff Annual Review cycle
- To work alongside teachers in a supporting TA role when not being used for cover

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /KNOLEDGE/SKILLS	BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES
<p>Essential Requirements</p> <ul style="list-style-type: none"> ● Good basic education to GCSE Level ● GCSE Maths and English ● Work with children or young people ● Experience of working as part of a team <p>Desirable Requirements</p> <ul style="list-style-type: none"> ● Evidence of further personal and professional development ● Experience of working in a Secondary School 	<ul style="list-style-type: none"> ● Understanding of the Secondary School curriculum ● ICT skills – Microsoft Office and the Internet ● Good organisational skills ● Effective interpersonal skills ● Willingness to utilise the possibilities of ICT in the development of the post ● Ability to lead learning in classrooms and in other environments 	<ul style="list-style-type: none"> ● Ability to use own initiative ● Ability to work independently and to play a role within the team ● Ability to prioritise work and meet challenging deadlines ● Ability to work well under pressure, remaining calm ● Ability to form positive, professional relationships with colleagues and young people ● Open to change ● Ability to use discretion and have an understanding of the importance of confidentiality and child protection issues ● Ability to employ tact and diplomacy when dealing with sensitive situations ● Ability to analyse and review objectively ● Commitment, enthusiasm and energy ● Commitment to own personal and professional development ● Smart appearance in line with the school's dress code



ATTRIBUTES



PROFESSIONAL

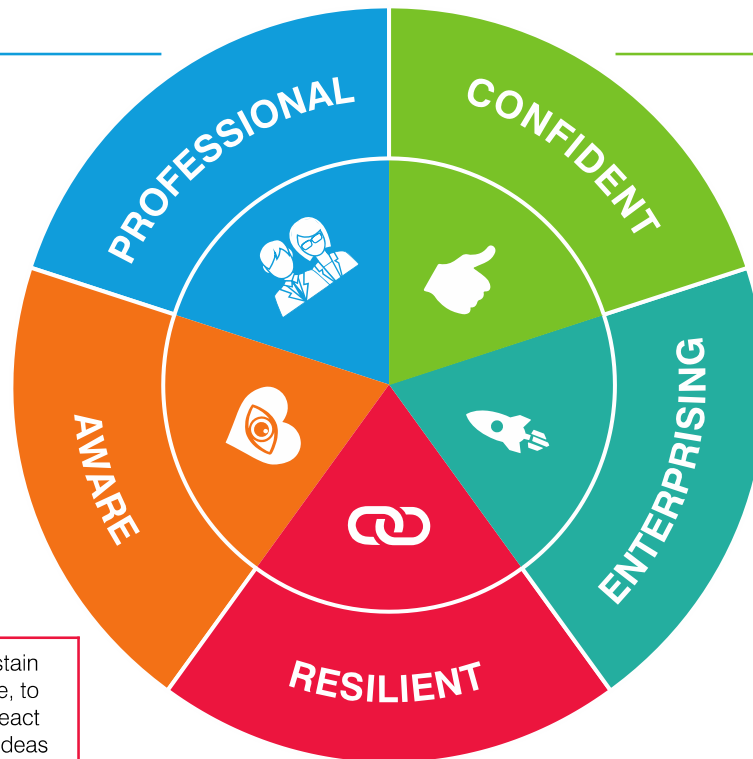
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.