

COVER SUPERVISOR – JOB DESCRIPTION

Salary: Grade R4, scale point 19 – 24; FTE £29,517.00 - £31,482.00; Actual: £25,275.38 - £26,958.01; Dependent on qualifications and experience

Working Pattern: 36hrs/week; 07:30-16:00, Monday to Thursday, 7:30-14:30 Friday, Term Time Only

Location: St Dominic's School, Hambledon, Nr Godalming, Surrey GU8 4DX

Job Purpose

- To raise standards of pupil and student attainment and achievement through high-quality classroom cover.
- To organise and manage daily cover for absent staff and ensure effective learning continues in their absence.
- To support and mentor cover staff, promoting continuity and high expectations.
- To support the ethos and values of the school by delivering both teaching and operational leadership in classroom cover arrangements.

Key Accountabilities:

- Delivery of excellent classroom cover (2/3 of role).
- Managing and organising cover arrangements for planned and unplanned staff absences, both teaching and non-teaching (1/3 of role).
- Mentoring of supply and cover staff.
- Safeguarding, health & safety, and behaviour management.
- Contribution to multi-disciplinary and collaborative working.
- Line management and mentoring of supply staff, both teaching and non-teaching.
- Maintaining professional development and supporting school-wide initiatives.

Main Duties and Activities

Classroom Cover (2/3 of role)

- Deliver engaging and differentiated lessons based on the National Curriculum.
- Maintain excellent behaviour management strategies to support learning.
- Foster an inclusive and safe classroom environment that encourages pupil confidence and progress.
- Support the development of cover resources and schemes of work.
- Work collaboratively with classroom assistants, therapists, and other professionals.
- Attend staff meetings, training events, and contribute to the wider school community.

Cover Supervisor (1/3 of role)

- Organise daily cover for absent teaching and non-teaching staff, managing both planned and unplanned absences.
- Create and distribute cover timetables and communicate changes promptly.
- Direct HLTA timetables and brief cover/supply staff effectively.
- Liaise with HR to ensure all safeguarding checks for supply staff are completed and recorded.
- Provide support and feedback for new or long-term cover staff.

- Monitor the quality of cover work set and report concerns to Heads of Department.
- Use Microsoft Teams and email systems to manage cover instructions and materials.
- Throughout the day, deal with any changes regarding cover arrangements and deal with any issues arising. This requires considerable mobility around the school to ensure that all messages are received by relevant staff.
- Manage and administer the cover e-mails for the delivery of cover work and advice from absent staff.

General

- Build effective professional relationships across the school community.
- Ensure safeguarding responsibilities are fully adhered to.
- Promote equality, respect, and inclusion throughout the school.
- Comply with all school policies including Health & Safety, Behaviour, and SEND.
- Participate in appraisal and CPD to maintain high professional standards.
- Undertake additional duties as required by the principal, within reason and scope of the role.

Person Specification: Cover Supervisor

Criteria	
<i>Key - Essential = E; Desirable = D</i>	
<ul style="list-style-type: none"> • Experience of working with children • Experience of coordinating a timetable 	<ul style="list-style-type: none"> E E
<ul style="list-style-type: none"> • Ability to engage with children • Excellent time management and organisational skills • Strong communication and interpersonal skills • Conflict management skills • Working under pressure • Competent in Microsoft Teams and other web-based websites and applications 	<ul style="list-style-type: none"> E E E E E E
<ul style="list-style-type: none"> • Ability to work to deadlines and work well under pressure • Ability to inspire confidence in colleagues • Be a positive, willing, contributing and adaptable member of the team • Be flexible, adaptable and alert to unexpected and new situations that may arise within the daily routine • Excellent classroom and behaviour management • Self-motivated and a motivator for others • Tactful, respectful and sensitive to the needs of others • Genuine commitment to the ethos and work at St Dominic's School 	<ul style="list-style-type: none"> E E E E E E E E
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