



Cover Supervisor and School Development Officer Job Description

Responsible to:	SLT
Hours of Employment:	35 hrs per week, Monday-Friday, 8.30-4.00 (but some hours moveable to support events)
Contract	38 weeks per year (mostly term time)
Salary:	FTE £26333, Actual £21057
Role:	To provide high-quality classroom supervision and school development support, ensuring continuity of learning during teacher absence while contributing strategically to the school's income generation, community engagement and long-term development. The role combines in-lesson cover supervision with operational, fundraising, events, alumni and careers-related activity, supporting the effective use and expansion of school facilities, strengthening partnerships and enhancing the school's brand and sustainability.

Key Responsibilities

Classroom Cover and Student Supervision

- Supervise whole classes during the short-term absence of teaching staff, ensuring that students remain on task and complete work set in accordance with school policies;
- Deliver pre-prepared lessons or structured study sessions, including silent study where appropriate, ensuring a purposeful and productive learning environment;
- Maintain high standards of behaviour, using agreed behaviour management strategies to ensure a calm, safe and orderly classroom;
- Respond to student queries relating to the work set and provide appropriate support to enable completion of tasks;
- Monitor, record and report on student engagement, progress and behaviour, providing feedback to teaching staff as required;
- Ensure registers are completed accurately and that safeguarding, health and safety, and school policies are adhered to at all times;
- Prepare and maintain learning environments, ensuring classrooms and resources are organised and returned appropriately after lessons;
- Undertake duties such as break/lunch supervision, examination invigilation and contributing to wider school routines as required.

School Development, Fundraising and Income Generation

- Contribute actively to the development and delivery of the school's income generation strategy, identifying and progressing opportunities to secure additional funding;

Dare to be

- Support and help drive business activities such as lettings, events, extended provision and community use of facilities;
- Assist in planning, coordinating and delivering events (e.g. community functions, holiday activities, camps and other commercial opportunities) to enhance revenue and engagement;
- Work creatively to identify new opportunities for income generation, including innovative uses of the school site and resources;
- Support the development and expansion of school facilities in line with the school's strategic blueprint, ensuring projects enhance both student experience and financial sustainability.

Alumni Relations, Partnerships and Community Engagement

- Support the development and delivery of an alumni engagement strategy, building and maintaining strong relationships with former students and the wider school community;
- Maintain and develop alumni databases, tracking destinations, careers and engagement to support future fundraising and mentoring opportunities;
- Foster connections between alumni and current students through mentoring, careers support and enrichment activities;
- Contribute to the development and promotion of digital archives and communication platforms to strengthen long-term alumni engagement;
- Support and further the work of associated charitable groups, including the Parents' Association, Old Students' organisations and Charitable Trust, helping to grow participation and impact;
- Support the planning, coordination and administration of careers-related activities, including Work Experience (WEX), employer engagement events and careers programmes. Liaise with employers, alumni and external partners to secure high-quality placements and opportunities that support students' career development and aspirations. Support the maintaining accurate records and tracking of student participation, destinations and feedback to support statutory requirements and continuous improvement of the careers provision.

Marketing, Communications and PR

- Contribute to the school's PR, events and development function, promoting the school's ethos, achievements and opportunities to internal and external audiences;
- Support the creation of high-quality communications and marketing materials across digital and print platforms;
- Build positive relationships with stakeholders, including parents, alumni, partners and the wider community, acting as an ambassador for the school;
- Undertake direct engagement and outreach activities to strengthen the school's network and reputation.

Organisation, Flexibility and Team Contribution

- Work flexibly across the school day and year, with hours adjusted in consultation with SLT to support after-school, weekend and holiday provision;
- Effectively manage workload across dual responsibilities (classroom cover and development work), demonstrating strong organisational and time management skills;

Dare to be

- Work collaboratively within the PR, Events and School Development team, contributing to shared objectives while operating effectively in a shared office environment;
- Take a proactive, entrepreneurial and solution-focused approach to responsibilities, contributing ideas and initiatives to support whole-school improvement;
- Participate in meetings, training and professional development activities as required, contributing to the wider life of the school.

Wider School Responsibilities:

- Contribute to the wider life of the school and uphold its ethos and values;
- Contribute to lunchtime activities and clubs;
- Participate in a weekly lunchtime duty rota for support staff (e.g. patrol duties or supporting services in the food hall);
- Support the planning and logistics of school events and activities;
- Be willing to move hours to support out of school events (e.g. transition events, parents evenings);
- Undertake any other reasonable tasks required by senior staff to support the effective day-to-day operation of the school.

Person Specification

Assessed through original certificates, application form, interview and references.

Qualifications and training	Essential	Desirable
Level 2 (GCSE Equivalent) English and Maths	✓	
Relevant post-16 qualification or professional training in e.g., education, business, marketing, events or administration		✓
First Aid		✓
Minibus licence		✓
Commitment to ongoing SEND professional development and training as necessary to support specific students with different needs	✓	
Experience (or willingness to learn)		
Experience working with students		✓
Understanding of the education sector		✓
Experience of working in administration, events, fundraising or development-related role		✓
Experience working as a cover supervisor or in a school-based support role		✓
Experience or willingness to adopt a standard brand with attention to detail to maintain quality of brand image and ethos	✓	
Basic skills, characteristics and competences		
Awareness of and commitment to the safeguarding and welfare of children	✓	

Dare to be

Ability and willingness to communicate on a day-to-day basis with staff, students and parents	✓	
Strong IT skills	✓	
Ability to manage multiple tasks, and prioritise workload to deadlines	✓	
A willingness to get involved in the various experiences of school life	✓	
Commitment to inclusion and high expectations for all students	✓	
Confident and persuasive when communicating in person or over the phone	✓	
Personal qualities		
Efficient and hard working	✓	
Excellent organisation skills and attention to detail and accuracy	✓	
Good team player	✓	
Flexibility, initiative and resilience	✓	
Willingness to learn and develop new skills	✓	
Pragmatic and a problem-solver	✓	
Ability to seek and act on advice	✓	
High expectations of self and others	✓	