AVANTI SCHOOLS TRUST

Job Description

Post Title	**Cover Supervisor**
School / Organisation	Avanti Fields School
Location	Leicester
Grade	Grade 5, £29,546 - £31,533 per annum pro rata *Actual £23,629 - £25,218 per annum (0.79972 FTE)*
Hours	Full-time (37.5 hours per week)
Contract Type	Permanent
	Term Time only
Reports to	Cover Manager
Preferred Start Date	January 2027

MAIN PURPOSES OF THE JOB

To enhance the school's vision which aims to nurture each pupil on their own journey of self-discovery and is based upon the three key pillars of Educational Excellence, Character Development and Spiritual Insight.

To contribute to the achievement of the educational vision of the school through efficient and effective strategic planning and management of the school's finance resources.

To contribute towards the promotion of the highest standards of health & safety across the school.

RESPONSIBILITIES OF THE JOB

- Working with the relevant school staff, using the Arbor MIS to ensure all lessons for absent teachers (planned and unplanned) are covered throughout the day, with suitable work set and resources issued all returned.
- Be the first to cover lessons for absent teachers as required.
- To facilitate and encourage learning which helps all students achieve their potential.
- To work with colleagues to support high standards of behaviour and attainment.
- To implement school policies and procedures; for Climate for Learning, registration, health and safety etc.

When not required to cover lessons supervisors will be deployed to provide general administrative and other assistance as deployed by the Principal, Assistant Principal, Finance Director or School Business Manager and prioritised by the Assistant Principal, for example to:

- Supervise groups of students working outside their normal classroom.
- Support individuals or groups with particular learning needs.
- Undertake library supervision/exam invigilation/display work/reprographics as required.
- Provide help to teachers or support staff, (wherever possible making use of the skills that the cover supervisor is able to bring to the job, for example library skills, display skills etc.)
- Outside normal lesson times cover supervisors will provide cover in the event of absence for a range of other professional duties normally undertaken by teachers. These may include registration, supervision of students at the start and end of the day and during breaks and lunchtime, supervision of detentions etc.
- Cover supervisors may also be asked to assist teachers in undertaking these tasks.

Outline of the key tasks when covering lessons. Cover supervisors will be expected to:

- Receive instructions about the work to be undertaken by the class. These instructions will either be left by the absent teacher or by another qualified teacher.

- Ensure that the resources specified are available for self and/or for junior cover supervisors.
- Arrive promptly at the classroom.
- Ensure that the students are properly dressed in uniform, and have the correct equipment.
- Take the register.
- To be personally committed to the process of continuous improvement in the school.
- To participate in relevant staff development and training activities.
- To comply with Health and Safety requirements.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	*Desirable*
1.	Educated to at least Level 2 (A*-C GCSE) – including in English and mathematics	X	
2.	Good knowledge and skills in the use of ICT/Technology	X	
3.	An ability to communicate effectively, both orally and in writing	X	
4.	An ability to work creatively as an individual and as part of a team	X	
5.	Up to date training in health and safety and an excellent track record in the field of health and safety.		X
6.	Attention to detail/ability to enter data accurately;	X	
7.	Ability to cope with periods of pressure and prioritise workload accordingly so that deadlines are met;	X	
8.	Willing to undergo continual professional training;	X	
9.	Discrete and experience of handling confidential data;	X	
10.	Supportive of the school ethos and its Equal Opportunities Policy, and be aware of the implications of working in an educational establishment;	X	
11.	Resourceful, positive, and enthusiastic with a good sense of humour;	X	
12.	Knowledge of Arbor Management Information System – desirable but not essential.		X
13.	Commitment to the safeguarding and welfare of children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
For further information - Child Protection and Safeguarding Policy 2026-2027