



## Job Description

**Job Title:** Cover Supervisor

**Grade/Salary Scale:** Grade 5, SCP 6 – 11 (starting £21,968 pro rata / £17,398 actual)

**Contract:** 33 hours per week, term time + inset days (39 weeks)

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**Reports to:** Cover Manager

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### Job Purpose:

To provide curriculum cover supervision and facilitate lessons for classes or groups of students whose usual teacher is absent.

To undertake other non-teaching duties as directed during non-cover time including in-class and pastoral student support, the production of resource materials, examination invigilation, administration support and duties for absent teachers.

### Responsibilities

- Undertake curriculum cover supervision on a day to day basis as required by the Cover Manager.
- Supervise subject specific work set by Heads of Faculty.
- Ensure the guidelines for classroom supervision are carried out and students meet classroom expectations.
- Develop classroom management skills to ensure an appropriate and positive classroom atmosphere is maintained for effective learning.
- Act as a role model for students by demonstrating a professional approach both in the classroom and around the school.
- Be responsible for the health and safety of students during cover lessons and use school procedures as required.
- Participate in school meetings as required.
- Undertake a faculty or pastoral support assistant role during periods when not required for cover.
- Undertake examination invigilation as required.
- Undertake first aid training to support the team.
- Assume responsibility (if required) as a tutor for the learning progress of a specific group of individual students.
- Carry out other duties commensurate with the post, as reasonably required by the Headteacher from time to time.

**Monitoring:** As specified by the Headteacher and in accordance with the school's Performance Management Policy for all staff

**Meeting attendance:** As reasonably directed

**Other:** Undertake such whole-school duties and perform other tasks commensurate with the post as reasonably requested by the Headteacher

### Person Specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE standard English is essential</li> <li>Numerate and Literate</li> <li>Ability to use ICT</li> </ul>	<ul style="list-style-type: none"> <li>A Levels or equivalent</li> <li>Further academic achievement</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an education environment.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults</li> <li>Ability to work effectively as part of a team</li> <li>Good communication and interpersonal skills</li> <li>Good organisational skills</li> <li>Ability to work independently and demonstrate initiative</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of effective partnership working.</li> <li>Successful use of ICT to enhance learning.</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to take initiative, lead, motivate, inspire and support others to achieve excellence.</li> <li>Evidence of a personal and powerful commitment to continuous improvement and raising standards.</li> <li>A commitment to safeguarding and promoting the physical and emotional health and well-being of young people.</li> <li>Flexibility and adaptability.</li> <li>Effective time management.</li> <li>Ability to work and lead autonomously in line with the school vision.</li> <li>Energy, resilience, and the ability to perform well under pressure.</li> <li>Commitment to inclusive education.</li> </ul>	