

Job Description

Title of post	Cover Supervisor
Salary	NJC Grade E Scale point 6 – 9 £26,847 - £28,153 FTE Actual Salary £19,900 - £20,868
Hours of work	32.5 hour per week, term time only plus 2 training days
Line manager and responsible for reviews	Headteacher

Purpose of the Post

The purpose of the cover supervisor is to maintain continuity of learning by providing cover for absent teachers. They are responsible for delivering learning activities as directed by the absent teacher or in line with the stated aims and objectives of the school, as well as the relevant department. Cover supervisors ensure the effective supervision of classes during the teacher's absence, promoting a productive and orderly learning environment.

Key Responsibilities

- Work within the NSAT Conditions of Service and Code of Conduct.
- Support and promote the ethos, policies, and development plan of the school/Trust while adhering to all relevant working practices and regulations
- Actively engage in the performance management processes within the school/Trust, seeking feedback and using it to improve performance both within and beyond formal development opportunities.
- Actively pursue personal professional development by engaging in training, meetings, and networks, consistently seeking opportunities to improve service delivery, knowledge, and practice in the role.
- Undertake whatever other duties might reasonably be requested by the Senior Leadership Team or Line Manager subject to appropriate competence and training.

Main Duties and Responsibilities

- Take responsibility for delivering lessons to whole classes in the absence of a teacher, following a pre-determined lesson framework and maintaining high standards of engagement and behaviour. Lesson plans and resources will be provided by the absent teacher for short-term absences, while lesson planning for long-term absences will be undertaken with the support of the Senior Leadership Team.
- Oversee the classroom and manage teaching equipment to foster a positive and productive learning environment that maximizes the use of available resources.
- Support the academic progress and overall well-being of individual students within assigned groups by offering guidance and advice on educational and social matters.

- Track and monitor student progress, providing detailed and regular feedback to teachers and the SENDCO to support the planning, evaluation, and ongoing monitoring of the learning process for individual students and groups, addressing achievements, progress, and any challenges.
- Collaborate with the teacher to use strategies that support students in achieving their learning goals, while being aware of their learning needs, progress, and achievements. Report on these as agreed, and support and deliver tailored learning activities and programmes, adjusting as required to ensure progress both in and out of the classroom.
- Provide detailed feedback, both verbal and written, to students and teachers regarding progress, behaviour, and learning outcomes, supporting individual targets.
- Conduct Form Tutor sessions as needed, ensuring registration is completed promptly and any notices or announcements are communicated as directed.
- Provide cover for long-term teacher absences, undertaking the full range of duties and responsibilities outlined in the absent teacher's job description.
- When not covering lessons, assist subject teams with administrative or practical tasks such as filing, photocopying, stocktaking, resource preparation, and providing individual support to students as required.
- Assist with the supervision of groups and individual students as required, both during lessons and in communal areas such as corridors and playgrounds, as well as outside of lesson times, including before and after school and during lunchtimes, attending to students' personal needs as necessary.
- Recognise and challenge incidents of discrimination, bullying, or harassment, following school policies and procedures.
- Monitor and respond to changes in students' behaviour, identifying and sharing any unexpected changes with the relevant and appropriate staff, while consistently using effective behaviour management strategies in line with school policies and procedures to support the supervision, welfare, and positive conduct of students.
- Participate in visits, trips, and out-of-school activities, such as outings, social activities, and sporting events, to enhance learning and engagement as required.
- Attend meetings and perform duties as required according to the school calendar, contributing expertise and offering support to others.
- Act as a role model for students, promoting positive values and attitudes.
- Promote, support, and facilitate the inclusion, acceptance, and integration of all students.
- Be aware of and comply with relevant statutory guidance, school/Trust policies and procedures related to safeguarding, child protection, health, safety, security, confidentiality, and data protection. Report all concerns in a timely manner while supporting and promoting the ethos, policies, and development plan of the Academy/Trust.
- Contribute to the overall ethos, work, and aims of the school, supporting the development of systems and procedures within the department and working towards the school's overall aims and objectives.

Safeguarding

- Be aware of and comply with relevant statutory guidance, school/Trust policies and procedures related to safeguarding, child protection, health, safety, security, confidentiality, and data protection. Report all concerns in a timely manner while supporting and promoting the ethos, policies, and development plan of the Academy/Trust.
- Contribute to the overall ethos, work, and aims of the school, supporting the development of systems and procedures within the department and working towards the school's overall aims and objectives.



Health & Safety

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Look after children who are upset or have had accidents.

Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the **Advanced Threshold Level** and they should demonstrate that they can express themselves fluently and spontaneously at length effortlessly; explain difficult concepts simply without hindering the natural smooth flow of language and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.