

Home School: Frome College
Job Title: Cover Supervisor
Reports to: Business Manager

Salary: MNSP Scale 5, Point 11-17 (£28,142 to £31,022 pro rata)
Hours of Work: 7.20 a.m. to 3.15 pm Monday to Friday term time only + INSET days (39 working weeks)

Purpose

To lead and manage the school's cover team, organising and allocating daily cover to ensure that lessons in the short-term absence of the class teacher are properly supervised, pre-set work is completed, and good order is maintained. In addition to managing the team, the postholder will personally supervise cover lessons across all key stages and subject areas. The postholder plays a key role in maintaining continuity of learning, consistent standards of behaviour management, and student wellbeing whenever a teacher is unavailable.

The role will be divided between cover administration and classroom based.

Management Responsibilities

- Organise and allocate daily cover requirements across the school, matching Lesson Supervisors and available staff to lessons in the most effective way.
- Line manage the team of Lesson Supervisors, including workload allocation, day-to-day supervision, and support.
- Carry out performance management and appraisal for the Lesson Supervisor team, identifying training and development needs.
- Induct, train, and develop new Lesson Supervisors, ensuring consistent standards of behaviour management and lesson supervision across the team.
- Respond to last-minute staff absence, resourcing cover at short notice and escalating to SLT where cover cannot be met internally.
- Maintain accurate records of cover usage and costs, and report on cover trends and staffing pressures to SLT/SBM as required.
- Chair regular team meetings with the Lesson Supervisor team to review standards, share concerns, and disseminate updates.
- Liaise with Heads of Department and subject staff to ensure cover work is set appropriately and lesson resources are accessible to the team.
- Deputise personally as a Lesson Supervisor, covering lessons directly when required to meet demand across the school.

Key Responsibilities

Personal Supervision of Cover Lessons

- Supervise whole classes across the school in the absence of the usual teacher, delivering work that has been set in advance.
- Manage the learning environment effectively, ensuring students remain on task and lesson time is used purposefully.

- Maintain high standards of behaviour in line with the school's Behaviour Policy, applying rewards and sanctions consistently.
- Take an active register at the start of each lesson and follow up on non-attendance in line with school procedures.
- Respond calmly and appropriately to student queries about set work, without being required to teach new content or mark work in depth.
- Ensure students with SEND, EHCPs, or additional needs are supported appropriately, referring to relevant student passports or plans.
- Collect in and safely store any completed work, materials, or equipment at the end of each lesson.

Communication and Reporting

- Report back promptly to the absent teacher on lesson content covered, behaviour incidents, and any concerns arising.
- Liaise with subject staff, Heads of Department, and pastoral staff as needed to ensure continuity of learning.
- Escalate significant behaviour incidents or safeguarding concerns immediately in line with school policy.
- Maintain accurate and timely records of cover undertaken.

Wider Contribution

- Be available at short notice to cover lessons across the school day, including at the start of the school day for immediate cover needs.
- Build positive working relationships with students and staff to support consistent behaviour management across cover lessons.
- Undertake relevant training, including behaviour management and safeguarding training.

Safeguarding

- Promote and safeguard the welfare of students in line with the school's Safeguarding and Child Protection Policy.
- Complete all mandatory safeguarding training and remain up to date with KCSIE requirements.

This job description is not exhaustive and may be reviewed and amended from time to time in consultation with the postholder, in line with the changing needs of the school.

It is agreed that the job description is a fair and accurate statement of the requirements of the job.

Job Holder:

Date:

Line Manager:

Date:

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and will be reviewed annually.

Safeguarding Statement

Frome College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo relevant child protection screening appropriate to the post, including an Enhanced DBS check, satisfactory references, and verification of qualifications and right to work in the UK.

Person Specification

Qualifications and Training

Essential	Desirable
• GCSE (or equivalent) in English and Maths, Grade C/4 or above	• A Level or equivalent qualification • Behaviour management training

Experience

Essential	Desirable
• Experience working with young people in a school or similar setting • Experience supervising groups or classes of secondary-age students	• Experience line managing, supervising, or leading a small team • Experience working with students with SEND or additional needs • Experience organising staff deployment or rotas

Skills and Knowledge

Essential	Desirable
• Strong behaviour management skills, with the confidence to manage a class independently • Ability to remain calm and consistent under pressure, including with unfamiliar classes and short notice • Ability to organise, plan, and prioritise a fluctuating daily workload, including last-minute changes • Good literacy and numeracy skills to support students across a range of subjects • Good communication skills, with confidence to manage and support a small team as well as work directly with students	• Working knowledge of SIMS/Arbor or similar MIS for registers, behaviour logging, and staff cover allocation

Personal Qualities

Essential	Desirable
• Calm, confident, and approachable manner with young people and staff • Flexible and adaptable, able to move between year groups, subjects, and priorities at short notice • Reliable and punctual, with a strong sense of professionalism and leading by example • Commitment to the safeguarding and welfare of all students • Willingness to contribute to the wider life of the school	–