



KING EDWARD VI BALAAM WOOD ACADEMY

Educational excellence for our City

Job Description

~ Cover Supervisor ~

King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

Title	Cover Supervisor
Salary	SCP 12-14 £27,711-£28,624 (Actual Salary: £24,340-£25,142)
Reports to	Deputy Headteacher
Disclosure level	Enhanced
Purpose	To supervise pupils and manage classrooms during a teacher's absence, ensuring pupils remain on task with the work set by their usual teacher.
Duties and responsibilities	<ul style="list-style-type: none"> • Supervise who classes during the short-term absence of teachers. • Deliver cover lessons using materials provided by teaching staff. • Manage classroom behaviour in line with the academy's behaviour policy. • Ensure that pupils remain on task and complete set work to the best of their ability. • Provide feedback to teachers on pupil engagement and any issues that arise. • Register pupil attendance and record any incidents. • Support pupils' learning and contribute to a positive and purposeful learning environment. • Liaise with teaching and support staff to ensure consistency and effective delivery of learning. • Undertake other administrative or supervisory duties as directed by senior staff.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Assistant Headteacher or the Headteacher, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Assistant Headteacher or Headteacher in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Postholder:

Postholder Signature:

To be reviewed on an annual basis.

Date: June 2025