



# Job Description & Person Specification

## Position: Cover Supervisor

<b>Job Title:</b>	Cover Supervisor
<b>Scale:</b>	Scale 6, point 12 - 17
<b>Responsible to:</b>	Cover and Office Manager

<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>To supervise classes during the short-term absence of teachers, to give instructions for the lesson as provided by a teacher with the primary focus of the role to maintain good order and to keep students on task.</li><li>To support the Cover and Recruitment Manager in ensuring that external supply staff can operate effectively.</li></ul>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>Supervise whole classes of students when their teacher is absent, ensuring that learning takes place and behaviour is of the highest standard.</li><li>Promote the inclusion and acceptance of all students within the classroom.</li><li>Keep students on task and respond to general queries.</li><li>Provide objective and accurate feedback to the teacher on the conduct of the lesson.</li><li>Take a register at the start of each lesson.</li><li>Promote positive values, attitudes, and good student behaviour, dealing promptly with conflict and incidents in line with the school's Behaviour Policy, encouraging students to self-manage their own behaviour.</li><li>Make appropriate use of equipment and resources.</li><li>Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.</li><li>Attend relevant school meetings as required.</li><li>Support the Cover and Office Manager at the beginning of the school day to ensure that any external supply staff can operate effectively.</li></ul>
<b>General:</b>	<ul style="list-style-type: none"><li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager.</li><li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment.</li><li>Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy.</li></ul>



- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
	Educated to degree level in a relevant subject	D
Knowledge & Experience	Recent experience of working in a primary/secondary school	E
	Recent experience of managing groups of students in a secondary school.	D
Skills and attributes	The ability to communicate effectively with students of all abilities across the 11-18 age range.	E
	The ability to forge and maintain effective relationships with colleagues.	E
	The ability to manage student behaviour in accordance with the school's behaviour policy.	E
	The ability to relate well to students of all abilities across the 11-18 age range and to motivate them to work.	E
	The flexibility to respond to unexpected problems and situations, adapting quickly and effectively to changing circumstances/situations.	E
Personal qualities	The ability to work effectively under pressure.	E
	Good organisational skills.	E
	Good understanding of child protection procedures.	D
Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.