



## Notley High & Braintree Sixth Form

### Job Description & Person Specification

#### Cover Supervisor

<b>Job Title:</b>	Cover Supervisor
<b>Scale:</b>	Scale 5
<b>Responsible to:</b>	Assistant Headteacher
<b>Responsible for:</b>	N/A

<b>Job Purpose:</b>	<p>The Cover Supervisor is responsible for supervising classes during the short-term absence of teachers, ensuring that students remain on task and complete the work set by their regular teacher.</p> <p>To manage classroom behaviour, supporting students in their learning, and maintaining a positive and productive learning environment.</p>
<b>Duties &amp; Responsibilities:</b>	<ul style="list-style-type: none"><li>• Supervise classes during teacher absences, ensuring students remain on task.</li><li>• Follow the lesson plans and instructions provided by the absent teacher.</li><li>• Assist students with their work and answer any questions they may have.</li><li>• Provide additional support to students who may need help understanding the material.</li><li>• Ensure that all completed work is collected and returned to the absent teacher.</li><li>• Take attendance and report any absences or issues to the appropriate personnel.</li><li>• Manage classroom behavior in accordance with school policies.</li><li>• Implement the school's behavior management policies to maintain a positive learning environment.</li><li>• Address any behavioral issues promptly and report them to the appropriate staff.</li><li>• Communicate effectively with students, staff, and parents as needed.</li><li>• Provide feedback to teachers about student progress and behavior during their absence.</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></ul>



	<ul style="list-style-type: none"> <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> <li>• 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.</li> </ul>
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## PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	NVQ3 in Business Administration or equivalent qualification in a relevant discipline.	D
	First Aid Qualification.	D
Knowledge & Experience	Recent experience of working in a 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
	The ability to work effectively under pressure.	D
	Good organisational skills.	E
	Good understanding of child protection procedures.	E
Personal qualities	Commitment to continued professional development.	D
	Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.	D
	Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the reputation of the school.	D
	Ability to work under pressure and prioritise effectively.	D
	Commitment to safeguarding and equality.	D



	Embraces change well.	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 March 2025.