



Job Description

Job title: Cover Supervisor
Reports to: Office Manager
Location: Sir Joseph Williamson's Mathematical School

Role purpose:

To supervise lessons, including the entry and dismissal of classes, during the short term absence of a teacher involved in In-service training, absent on school business or absent owing to medical or personal commitments.

Duties and Responsibilities

- Ensuring that all children are safely in the classroom at the beginning of school sessions.
- Oversee the work set by the class teacher and where appropriate support individual students in the completion of work set.
- Ensure that all pupils clearly understand the instructions for the work set.
- Supervise and support pupils, maintaining good order and discipline and ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Monitor pupil's responses to learning activities and accurately record achievement/progress as directed.
- Supporting individual students in the completion of work set.
- Liaising with the absent teacher or Head of Department regarding progress of students and offering relevant feedback regarding completion of work and behaviour.
- Liaison with Heads of department regarding cover work.
- Registration of tutor/form groups in the absence of the tutor.
- Encourage the development of a positive attitude towards the school from all pupils.
- Participate in training and other learning activities and performance development as required.
- Support for the admin team when no cover is required.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.