



Rise up,  
take courage,  
and do it.

# Cover Supervisor

Do you want to work in education and gain valuable classroom experience?

Are you considering a future career in teaching or looking to build on your existing experience working with young people?

Do you enjoy working in a structured, supportive environment where you can make a real difference?

Is it important for you to work in a school with high expectations, strong behaviour, and a calm learning environment?

If so, this could be the ideal role for you.

**At The Barlow we are looking for a permanent, Cover Supervisor.**

The Barlow has a great reputation as an employer who provides continuous professional development and job stability.

## You will benefit from:

- Working with children
- Great working hours
- School holidays
- Job stability
- Local government pension scheme, including life insurance and dependents pensions
- Access to varied online training
- Employee Assistance Programme
- Cycle to work scheme
- A supportive team and working environment
- An interesting and varied role
- Access to continuing professional development.

## Important Details:

- **Contract:** Permanent, full time, 35 hours per week, school term time plus 1 week
- **Salary:** Grade 5, Scale Point 13–19 £29,064 - £32,061 pro rata (actual £24,981.45 - £27,582.75)
- **Working Pattern:** Monday – Friday 8:00 a.m. to 3:30 p.m.
- **Start Date:** 1<sup>st</sup> September 2026
- **Pension:** Greater Manchester Pension Fund with employer contributions of 15.3%
- **Location:** Parrs Wood Road, Didsbury, M20 6BX

## Duties of the Cover Supervisor:

You will work alongside the Data & Assessment Manager to:

- Supervise classes across Key Stage 3 and 4 during the short-term absence of the teacher
- Deliver pre-planned lessons and ensure students understand and complete the work set
- Manage behaviour in line with the school behaviour policy
- Ensure students remain on task and engaged in their learning
- Deal with any immediate issues in accordance with school procedures
- Take registers and provide feedback to teaching staff on lesson outcomes

## The Cover Supervisor must:

- Have experience working with young people, ideally in a school or learning environment

- Be confident managing behaviour and leading groups
- Have strong communication and interpersonal skills
- Be organised, proactive, and able to work independently
- Have good IT skills

#### Advantages:

- Previous experience in other relevant roles

#### Are you the Cover Supervisor we have been searching for?

If so, please get in touch - call the HR team 0161 438 2108, send over your CV, or complete and return an application form [hr@thebarlowrhigh.co.uk](mailto:hr@thebarlowrhigh.co.uk)

**Closing date: Friday 19<sup>th</sup> June, 8.00am**

**Interview: Week Beginning 22<sup>nd</sup> June 2026**

#### About our School



The Barlow is a highly successful, mixed, 11-16 Catholic comprehensive. **In July 2024, Ofsted judged our school to be 'Good' in all categories.** Public examination results are strong; above national average in most subject areas. We are a diverse and inclusive community, with high standards of pupil behaviour and a calm and purposeful learning environment. The school is located in Didsbury, a popular area of south Manchester, with excellent transport links.

*Our school is committed to safeguarding and protecting the wellbeing of children and young people, and expects all staff to share their commitment. An enhanced DBS and social media screening are required for all successful applicants.*

*Our school is passionate about diversity and treat everyone equally, without compromise. We are committed to providing equality and fairness throughout our recruitment and employment practices and not discriminating on any grounds.*



**The Barlow RC High School**  
 Parrs Wood Road, Didsbury  
 Manchester, M20 6BX  
[www.thebarlowrhigh.co.uk](http://www.thebarlowrhigh.co.uk)  
 ☎ 0161 445 8053



thebarlowrhigh



TheBarlowRC



the\_barlow\_rc

# Cover Supervisor



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## JOB DESCRIPTION

<b>Department</b>	Support Staff.
<b>Directly Reporting to</b>	Data & Assessment Manager.
<b>Indirectly Reporting to</b> (if applicable)	School Business Manager.
<b>Liaising with</b>	Headteacher, Leadership Team, Teaching and Support Staff.
<b>Purpose of Job/Role:</b>	
To supervise whole classes during the short-term absence of teachers, delivering work which has been pre-planned and set by the teacher, maintaining good order and safety and keeping pupils on task and engaged in learning.	
<b>Main Responsibilities:</b>	
<b>Supervision</b>	
<b>1</b>	To supervise classes or groups as assigned by the Data & Assessment Manager or designate.
<b>2</b>	To supervise and manage work for pupils when a teacher is absent and to manage the behaviour of pupils whilst they are undertaking this work to ensure a well ordered, calm and safe learning environment.
<b>3</b>	To ensure that all pupils are properly dressed in the correct uniform and have the correct equipment.
<b>4</b>	To be responsible for the organisation, setting out and clearing away and care of resources to create a purposeful and attractive learning environment.
<b>5</b>	Respond to any questions from pupils and generally assist pupils to undertake the set activities.
<b>6</b>	Collect any completed work after the lesson and return it to the appropriate teachers.
<b>7</b>	Provide written feedback to the class teacher on each lesson.
<b>8</b>	Deal with any immediate problems or emergencies according to school policies and procedures.
<b>9</b>	Reward and sanction pupils, where appropriate, in accordance with school procedures.
<b>10</b>	Report any issues regarding the behaviour of pupils during class using the school's agreed referral procedure.
<b>11</b>	To develop good, positive relationships with pupils, acting as a role model and setting high expectations.
<b>12</b>	To recognise and respond to the individual needs of pupils.
<b>13</b>	To support the use of ICT in learning activities and develop pupil's competence and independence in its use.
<b>14</b>	To provide supervision at breaks and lunchtimes on a daily basis.

<b>Administration</b>	
<b>1</b>	To be responsible for taking the register for every class and passing this information to the Attendance Officer.
<b>2</b>	To be responsible for the security of any documentation/pupils work within your area.
<b>3</b>	<p><b>When not required to cover lessons, cover supervisors will be deployed to provide general assistance, for example to:</b></p> <ul style="list-style-type: none"> <li>• Supervise groups of pupils working outside their normal classroom.</li> <li>• Support individuals or groups with particular learning needs.</li> <li>• Undertake exam invigilation as required.</li> <li>• Provide assistance to teachers or support staff.</li> </ul>
<b>Professional Responsibilities:</b>	
<b>1</b>	To attend and participate in meetings with colleagues and other professionals as required.
<b>2</b>	To be familiar with child protection issues and other welfare issues which affect pupils.
<b>3</b>	To take responsibility for one's own personal development to improve own practice.
<b>4</b>	To participate in training and other learning activities and the school's appraisal process.
<b>5</b>	To share good practice.
<b>6</b>	Contribute to the overall ethos/work/aims of the school.
<b>7</b>	To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
<b>8</b>	Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
<b>9</b>	To uphold the Catholic ethos of the school including attendance at whole school events.
<b>10</b>	Any other duties and responsibilities within the range of the salary grade.

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## PERSON SPECIFICATION

### COVER SUPERVISOR:

### Criteria for Appointment (Person Specification)

#### Source Key:

A = Application Form, I = Interview, R = References, CC = Checking Certificates

[A] Experience, Training & Qualifications	Essential	Desirable	Source
Experience of working with young people in a teaching and learning environment.	*		A/I
Experience of managing pupil's behaviour and leading groups.	*		A/I
Good standard of education with GCSE English and Maths at Grade C or above or equivalent.	*		A/I
[B] Knowledge, Skills & Abilities	Essential	Desirable	Source
Knowledge of strategies to ensure excellent pupil behaviour.	*		A/I/R
Excellent interpersonal skills, with the ability to communicate at all levels.	*		A/I/R
Ability to build effective relationships with pupils, staff and parents.	*		A/I/R
Excellent organisational skills.	*		A/I/R
Ability to use IT with pupils and for administration purposes.	*		A/I/R
Knowledge of the needs of pupils in urban areas.	*		A/I/R
Ability to act on your own initiative.	*		A/I/R
Ability to work both independently and as part of a team.	*		A/I/R
Ability to follow instructions.	*		A/I/R
[C] Personal Qualities	Essential	Desirable	Source
Self-motivation and personal drive to complete tasks to the required timescales and quality standards.	*		A/I/R
The flexibility to adapt to changing workload demands and new school challenges.	*		A/I
Personal commitment to ensure that the provision of support is equally accessible and appropriate to meet the diverse needs of pupils.	*		A/I/R
Personal commitment to continuous self-development.		*	A/I/R

A commitment to continuous service improvement.	*		A/I
Be willing to apply for an enhanced DBS check.	*		A/I