

# Job Description and Person Specification

## JOB DESCRIPTION

<b>JOB TITLE</b>	Cover Supervisor
<b>EMPLOYER</b>	University of Brighton Academies Trust
<b>LOCATION (Academy)</b>	The Burgess Hill Academy
<b>GRADE</b>	West Sussex Grade 5
<b>RESPONSIBLE TO</b>	Data & Cover Manager
<b>RESPONSIBLE FOR</b>	-
<b>MAIN PURPOSE OF THE JOB</b>	<p>In the absence of the class teacher, deliver lessons in accordance with work set by the Teacher/Head of Department, maintaining good learning atmosphere and assisting /supporting students where necessary.</p> <p>When cover is not required, to provide support in lessons, with on-call and with administration.</p>
<b>MAIN TASKS / KEY RESPONSIBILITIES</b>	
<b>1</b>	<p>To undertake whole class supervision in the absence of the class teacher delivering work previously prepared by the teacher:</p> <ul style="list-style-type: none"> <li>• provide clear structures for lessons maintaining, pace, motivation and challenge</li> <li>• overseeing the use of books and equipment necessary for the lesson.</li> <li>• maintaining good order in the classroom.</li> <li>• assisting students where necessary, and seeking appropriate assistance or advice.</li> <li>• overseeing the collecting of books and equipment at the end of the lesson and ensuring they are returned to the appropriate place.</li> <li>• ensuring the students tidy up and leave the classroom in good order.</li> <li>• returning work, etc, to the class teacher including the point reached by the students.</li> <li>• reporting any problems, difficulties, successes, etc, to the class teacher via the cover lesson work sheet.</li> <li>• ensuring all aspects and requirements of safeguarding and keeping young people safe in education are adhered to at all times</li> <li>• observing Health &amp; Safety regulations</li> </ul>
<b>2</b>	To develop curriculum knowledge as required by the Academy, to enable effective covering of lessons.

3	<p>To apply the Academy's behaviour management policy and report any difficulties to appropriate staff:</p> <ul style="list-style-type: none"> <li>• encouraging good practice with regard to punctuality, behaviour, standards of work and homework</li> <li>• alerting the supervising teacher / Data &amp; Cover Manager to problems experienced by students and making recommendations as to how these may be resolved</li> </ul>
4	<p>When not required to cover in the classroom, support the Academy by</p> <ul style="list-style-type: none"> <li>• working with students in small groups, as directed</li> <li>• assisting in administrative duties and carry out work on academy display boards</li> <li>• undertaking On Call and Isolation duties</li> </ul>
5	<p>To carry out duties before school, after school and during lunch / break times, as required.</p>
6	<p>To be part of the Tutor team. This may involve the occasional attendance at Parents Evening</p>
7	<p>To carry out exam invigilation, when required, maintaining the rules set out by external examination boards and in-house regulators.</p>
8	<p>To accompany staff on school educational visits and work under the direction of the trip organiser.</p>
	<p>Other</p> <ul style="list-style-type: none"> <li>• Carry out all activities in such a manner that data protection requirements are met and are in line with the Trust's policies for Safeguarding, Health and Safety, and Equal Opportunities.</li> <li>• Participate in professional development activities and performance management activities as required</li> <li>• Undertake other reasonable duties as directed by your line manager</li> </ul>

## PERSON SPECIFICATION

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Demonstrable ability in English and Maths at GCSE level 5 (Grade C) or above.</li><li>•</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working within an educational environment or with young people</li><li>• IT skills, including Microsoft Office (Word, Excel)</li></ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"><li>• Strong Interpersonal and communication skills, with the ability to form effective working relationships across the Academy and act as a good role model for students.</li><li>• Ability to work under pressure, dealing with conflicting demands and interruptions</li><li>• Ability to work in a discreet and sensitive manner demonstrating sensitivity and ensuring confidentiality at all times</li><li>• Resilient and able to deal with problems effectively when they arise</li><li>• Ability to work as part of a team as well as unsupervised</li></ul>

### ADDITIONAL INFORMATION

This post will be subject to an Enhanced DBS Check.

This post is exempt from the Rehabilitation of Offenders Act (1974) – Applicants must be prepared to disclose all criminal convictions and cautions, including those that would otherwise be spent under the Act. The University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### DOCUMENT INFORMATION

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role.

These may, however, be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

Date approved: 02.06.25

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