



Believe, Succeed, Together

Cover Supervisor Job Description

Post: Cover Supervisor

Salary: £22,308 FTE

Contract type/term: Permanent, 32.5 hours per week, 39 weeks per year

Responsible To: Vice Principal

Purpose of Job:

The main responsibility of the Cover Supervisor is to supervise classes during the short-term absence of the assigned teacher. The role involves managing the classroom environment and ensuring that students continue to learn and work in a disciplined and constructive manner.

Specific Responsibilities:

- Deliver pre-prepared lessons or activities to students, ensuring that teaching and learning continue in the absence of the regular teacher.
- Maintain a safe and orderly environment, ensuring students adhere to the school's behaviour policy.
- Assist students with the tasks set by the teacher and ensure they understand the objectives.
- Liaise with teachers to provide feedback on student progress and any issues encountered during the cover period.
- Complete any necessary administrative tasks related to the class or the cover role.
- Ensure the safety and well-being of all students in line with the school's safeguarding policy.
- Respond appropriately to questions raised by pupils.
- Deal with immediate problems and emergencies in accordance with the Academy's policies.
- Collect any completed work and return it to the appropriate teacher.
- Report back on behaviour of pupils during the class and any issues arising.
- To support students in lessons as directed by the SENCo when needed.
- To keep up to date with safeguarding requirements and policies.

Person Specification

Qualifications and Training

- Must have a GCSE (C grade / grade 4 or above) in English and/or Maths
- Relevant further education/ higher education qualifications (desirable, not essential).

Experience Relevant to the Job

- Strong interpersonal and communication skills.
- Ability to manage a classroom effectively and maintain discipline.
- Flexibility and adaptability to work in different subjects and classrooms.
- Commitment to student welfare and safeguarding.
- Experience working in an educational setting or with young people.
- Competent in the use of IT.

Knowledge and Understanding Relevant to the Job

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To always respect confidentiality.
- Understand and support the importance of physical and emotional wellbeing.
- Ability to follow instructions accurately.
- Good organisational skills.
- Ability to remain calm under pressure.
- Ability to manage own time effectively.
- Understand and implement child protection procedures.

The Eastwood Academy is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory completion of safeguarding checks.