

# **Job Description**

## **Cover Supervisor**

1<sup>st</sup> September 2025

## **Post: Cover Supervisor**

### **Responsible to: Assistant Headteacher (Staff Welfare and Wellbeing)**

#### **Job Purpose**

- Supervise whole classes during the short term absence of a class teacher in their completion of classwork set by a teacher

#### **Main Responsibilities**

- To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.
- Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to pupils' general queries and keep pupils on task.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from class teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.

#### **Other areas of responsibility**

##### **Safeguarding**

- 1) Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- 2) Be alert to when persistent absence becomes a safeguarding concern and early help may be required.
- 3) Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.

##### **Notes**

The above duties are subject to the general roles and responsibilities contained in the Statement of Conditions of Employment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This 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. It is not necessarily a comprehensive definition of the post and will be reviewed annually. It may be subject to modification or amendment at any time after consultation with the post holder and the duties may be varied to meet the changing demands of the school at the reasonable discretion of a Headteacher.

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 their particular duties.