



Job Description

Lead Cover Supervisor

Salary and Hours

Salary: NJC Salary Scale – Grade 5 – Scale Point 15 – 22

£27,803 - £31,364 – Full Time Equivalent

£23,887 - £26,947 – Pro Rata for Term Time Only

Hours: 37 hours per week – Term Time Only

Note: All Support Staff are managed overall by the School Business Manager

Role Description

The lead cover supervisor will -

- Lead and manage a team of cover supervisors, acting as the first point of contact for problems or general issues
- Collate information about staff absence in school on a daily basis to identify cover requirements
- Ensure full coverage of all lessons and tutor times by arranging cover in line with agreed protocols
- Liaise with individual supply teachers and supply agencies to secure staffing as necessary to cover absent staff
- Notify the appropriate senior leader of any outstanding cover issues
- Support the Exams Officer through identifying room changes for exams

Specific duties and responsibilities

The lead cover supervisor will -

- Line manager cover supervisors, including conducting their annual review
- Chair and manage cover supervisor meetings, ensuring meetings are relevant and minutes are accurately recorded
- Act as the first point of contact for cover supervisors
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Use classroom/teaching skills/training/experience to support students
- Promote positive values, attitudes, good student behaviour and health and safety, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour



- Manage the behaviour of students whilst they are working to ensure an appropriate learning environment which is purposeful, orderly and productive including:
 - Completing electronic registers for registrations and every class
 - Dealing with any immediate problems or emergencies according to the school's policies and procedures Collecting any completed work after the lesson and returning it to the appropriate teacher
 - Rewarding students, where appropriate, in accordance with the school procedures
 - Reporting as appropriate, using the school's agreed referral procedures on the behaviour of students during class, and issues arising
 - Establish productive working relationships with students, acting as a role model and setting high expectations
 - Promote the inclusion and acceptance of all students within the classroom
 - Recognise and respond to the individual needs of students
 - Encourage students to interact and work co-operatively with other and engage all students in activities Set challenging and demanding expectations and promote self-esteem and independence
 - Provide feedback to students in lessons
 - Support the use of ICT in learning activities and develop students' competence and independence in its use
 - Implement agreed learning activities/teaching programmes/practical lessons, adjusting activities according to student responses/needs.

When not required to cover classes or groups of students the Lead Cover Supervisor will provide support for the teachers by:

- Providing training for cover supervisors
- Observing lessons being covered by cover supervisors and giving feedback on the observations, retaining records for use in the annual review
- Work with the senior leadership team in strategic planning for the cover supervisors
- Monitoring and recording the quality of the cover work left by staff and reporting back to the senior leadership team
- Be active in aiding the recruitment of cover supervisors
- Administering routine tests and invigilating exams/tests
- Providing general clerical support including:
 - Assisting in arrangements for school trips, events etc.
 - Photocopying, filing, completing standard forms, responding to routine correspondence Producing lists/information/data as required
 - Undertake word-processing and other IT based tasks
 - Taking notes at meetings
 - Sorting and distributing mail
 - Undertaking administrative procedures
 - Maintaining and collating student reports
 - Providing general advice and guidance to teaching staff, students and others
 - Updating classroom and corridor displays



The Lead Cover Supervisor will support the school by:

- Supporting in all matters relating to cover supervisors
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to and appropriate person
- Ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Establishing constructive relationships and communicating with other agencies/professionals, in liaison with the teaching staff, to support achievement and progress of students
- Attending and participating in regular meetings including training and other learning activities as required
- Recognising their own strengths and areas of expertise and using these to advise and support others
- Providing appropriate guidance and supervision and assisting in the training and development of staff as appropriate
- Undertaking planned supervision of students out of school hours learning activities, including running a lunchtime activity
- Supervising students on visits, trip and out of school activities as required
- Undertaking First Aid training
- Undertaking any other duties which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally and changes of a permanent nature shall be incorporated into the job description in specific terms

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Minster Trust for Education



Signed: _____ Member of Staff

Date: _____

Signed: _____ Head Teacher

Date: _____