

Cover Supervisor

Job Description	
POST TITLE:	Cover Supervisor
GRADE:	Grade 6 Pt 11-19
CAR USER:	
LOCATION:	St Augustine's RC High School
RESPONSIBLE TO:	Mr M Holden
STAFF RESPONSIBLE FOR:	
JOB PURPOSE:	The main objectives to be achieved by the Postholder
<p>To plan and implement teaching and learning activities to individuals and groups to undertake supervisory cover for classes as appropriate.</p> <p>To establish supportive and constructive relationships with pupils, parents, carers and the wider community.</p>	
MAIN ACTIVITIES <ul style="list-style-type: none"> – Check the cover schedule each day and, if necessary, liaise with the Curriculum Leader or Cover Manager to collect work. – Take sole charge of a class or group of pupils in the event of a teacher's absence. – Respond to questions and support pupils in the completion of any set tasks. – Promote positive values, attitudes and good student behaviour, dealing promptly with incidents according to school policy and encourage pupils to take responsibility for their own behaviour. – Take electronic registers at the beginning of each lesson. – Collect completed work at the end of the lesson and return it to the teacher concerned, as required. – Provide administration support for teachers, assist with classroom displays or other whole school administrative tasks, as required. – Supervise pupils out of class, on school trips or other off site activities, as required. – Administer tests and invigilate exams, as required. – Promote inclusion, establish constructive working relationships with pupils, setting high expectations and provide feedback on progress and achievement. – Undertake 27.5 hours of professional development activities per year. – Support a specific Pastoral Team or Year Group. 	
In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post	
Support for Pupils	

- To work collaboratively with the teacher in the planning, development, delivery and evaluation of the effectiveness of the curriculum for pupil(s) and to differentiate curriculum content according to the needs of pupil(s).
- To plan and implement specific programmes with individual pupils or groups appropriate to the developmental needs of individual children throughout different curriculum areas.
- To be fully involved in the planning and development, of independent social and interpersonal skills and to undertake activities to support the personal, social and emotional needs of pupil(s).
- To assist in the devising of pupil's individual targets and their monitoring and review.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and record pupil progress on a regular basis and to prepare reports as required.
- To assist in the specific medical/care needs of pupils when specific training has been undertaken.

Support for the Teacher

- To monitor individual pupils progress and to report on pupils needs, achievements and concerns.
- To assist in pupil supervision and the management of pupil behaviour.
- To undertake classroom administrative tasks including the maintenance of records.
- To provide ideas, resources and learning strategies for lessons
- To liaise with parents, carers and outside agencies, where appropriate.
- To undertake arrangements for out of school learning activities, for example, pupil work experience.
- Undertake marking of pupils work and recording of achievement.
- Administer tests and assist in the invigilation of exams.
- Assist in the supervision of children on trips/visits

Support for the School

- To assist in providing a purposeful, orderly and supportive environment for learning.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- To attend staff training/meetings as appropriate.
- To take care for their own and other people's health and safety.
- To liaise with the School's appropriate person with regard to the ordering supplies and equipment
- Monitor and manage stock, if necessary within an agreed budget, cataloguing resources and undertaking audits as required.
- To be aware of the confidential nature of issues related to home/pupil/teacher/school work.
- Assist in the supervision, training and development of other members of staff.
- To undertake cover supervision for whole classes.

Support for the Curriculum

- To be familiar with the content of the school curriculum.
- To assist in the delivery of appropriate programmes of work.

– To support the use of ICT in learning activities		
Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.	
Prepared by:	Yasmin Desai	Date: 10/2/25

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

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Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications		
A Levels or equivalent Level 3 qualification	E	A
GCSE [or equivalent] at grade C or above in English and Mathematics	E	A
Experience		
Experience of working with children	E	AIR
Experience of working in a relevant classroom/service environment	D	AIR
Experience of Administrative work	D	AIR
Experience of supporting pupils with challenging behaviour	D	AIR
Knowledge/skills/abilities		
Ability to relate well to children	E	AIR
Ability to work as part of a team	E	IR
Good communication skills	E	IR
Ability to relate well to parents/carers	E	IR
Ability to supervise and assist pupils	E	IR
Time management skills	E	IR
Organisational skills	E	IR
	E	IR

Knowledge of classroom roles and responsibilities	E	IR
Knowledge of the concept of confidentiality	D	A
First Aid Certificate	E	IR
Administrative skills	E	IR
Ability to make effective use of ICT	E	IR
Ability to plan and deliver work programmes	E	IR
Flexible attitude to work		
Other		
Commitment to undertake in –service development	E	I
Commitment to safeguarding and protecting the welfare of children and young people	E	I