

JOB DESCRIPTION

Updated 12/3/2025

JOB TITLE: Cover Supervisor

MANAGED BY: Deputy School Business Manager

CONDITIONS: Scale: 6 Point: 18 - 20 - Term Time Only

32.5 Hours per week

Salary range: £32, 925 - £33, 957

Pro rata salary range: £25, 711 to £26, 486

Hours of Work: Monday-Friday 8.15am - 3.30pm (45 minute lunch)

PURPOSE OF JOB: To support the education and welfare of students as directed by class teachers, having due regard to the school's aim, objectives, schemes of work and policies and relevant national requirements. To share in the corporate responsibility for the well being and discipline of all students. To be responsible for classes of children as required.

Any other duties as directed by the Headteacher.

Main Duties and responsibilities: -

Cover Supervision: These duties are to be carried out for the short term absence of a teacher.

- To ensure orderly behaviour in the classroom and be familiar with the school's behaviour policy.
- To assist students when they are unable to assist themselves.
- To supervise students in class and create a purposeful, orderly and supportive environment for them to complete the work set.
- To respond to questions from students about processes and procedures.
- To deal with and/or report immediately any problems or emergencies according to school policy and procedures.
- To be familiar with a full range of school policies.
- To collect any completed work after the session, ensuring it is returned to the appropriate teacher or designated officer.
- To report back as appropriate using the school's agreed procedures on the behaviour of students during the class and any issues arising.

On occasions when there is no cover supervision:

- To supervise students during breaks and/or lunchtimes as required.
- To assist with exam invigilation (both school and public exams) if required.
- To take part in in-service training, relevant performance management arrangements and other meetings, as directed in normal contracted working hours.
- To maintain confidentiality at all times with regard to both supported students and the wider school.

- To use a range of supporting techniques including computers and other resources, and consider, in consultation with the teacher when and how to deploy them.
- To support groups of students outside the class, in line with the subjects, set tasks and curriculum.
- To work with teachers while in class making sure you are reinforcing the same expectations of the students, also to work alongside support staff within the school.
- To help promote and reinforce students' self esteem and encourage inclusion of SEND students.
- To work with teachers to identify students' individual needs, assisting students in areas of specific difficulty.
- Such other duties, within the competence of the post holder, which may reasonably be required from time to time.

Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

Additional Duties:-

- To undertake CPD relevant to the post.
- To work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- To maintain high standards of professional behaviour and presentation.
- To undertake any reasonable additional duties required by the Headteacher.
- To share the school's commitment to safeguarding and promoting the welfare of young people

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 reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with Eastlea Community School & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

SAFEGUARDING CHILDREN

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

An enhanced current DBS clearance is a necessity for this post.

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety Regulation. I understand that this job description is not exhaustive and I agree, when required, to undertake any reasonable request made by my line manager or Headteacher.

Name:

Signature:

Date:

PERSON SPECIFICATION FOR: Cover Supervisor
IMPORTANT INFORMATION FOR APPLICANT

The criteria listed in this Person Specification are all essential or desirable to the job. Where the Method of Assessment is stated to be Application Form, your application needs to demonstrate clearly and concisely how you meet each criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meant them, you may not be shortlisted.

Please give specific examples wherever possible.

CRITERIA	Essential (E) / Desirable (D)	METHOD OF ASSESSMENT
PERSONAL QUALITIES <ul style="list-style-type: none"> ● Energy, intelligence, assertiveness, motivation and being helpful, a good communicator and an excellent team player. ● Value education and its role in securing the future success of the school's students. ● A commitment to working in a busy school environment ● Good attendance and punctuality ● Adaptability to changing circumstances and new ideas ● Professional approach to working ● Resilient and determined to achieve goals ● Committed to the ethos of the school ● Willingness to be flexible and take on additional duties as and when required 	E E E E E E E E	Application Form Application form Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview Application Form, Interview
QUALIFICATIONS: <ul style="list-style-type: none"> ● Competent English and Mathematic skills ● Relevant IT software package qualifications / certification 	E D	Application Form Application Form

<p>SKILLS AND ABILITIES:</p> <ul style="list-style-type: none"> • The ability to work effectively with both individually and as part of a team • Ability to work independently in challenging circumstances both inside school and in the community • Ability to work under pressure and meet deadlines whilst still being polite and reasonable • Be able to handle confidential issues sensitively and appropriately • Ability to communicate clearly and responsively with students, their families and other relevant stakeholders • Ability to engage constructively with, and relate to, a wide range of young people and their families with different ethnic and social backgrounds • Ability to organise and prioritise own workload within appropriate timescales and deliver to deadlines • Proficient in IT with particular skills in MS Word, Excel and/or Google • The ability to build and maintain relationships with staff, students and parents/carers • Ability to demonstrate initiative 	<p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Test</p> <p>Application Form, Test</p> <p>Application Form, Interview</p>
<p>PROFESSIONAL EXPERIENCE, KNOWLEDGE & UNDERSTANDING:</p> <ul style="list-style-type: none"> • Competent English and Mathematic skills • Willingness to participate in further training and development opportunities offered by the school • Experience of using Microsoft Office and/or Google • Demonstrate an understanding of the place of the school in educating secondary pupils and in promoting the spiritual, moral, social and cultural development of pupils from a multicultural community. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview,</p> <p>Test Application Form,</p>

<ul style="list-style-type: none"> • Demonstrate an understanding of the role of the teacher and their own role in relation to teachers, other support staff and pupils. • Knowledge of and ability to supervise children. Ability to understand children's behaviour and to respond to their needs in varying circumstances • Ability to manage a classroom of pupils safely and effectively • Be able to use a range of strategies to deal with whole classroom and individuals behaviour • Understanding of issues relating to health safety in a school environment. • Ability to act quickly and responsibly in the event of accidents or unacceptable behaviour or disruption by pupils • Demonstrate awareness of how pupils learn and the factors that affect their progress • Demonstrate an awareness and understanding of the different approaches needed to support the learning of various groups of pupils, including bilingual English learners and pupils with special educational needs 	<p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>Interview, Test</p> <p>Application Form, Interview</p> <p>Test, Application Form</p> <p>Interview, Test Application</p> <p>Form, Interview, Test</p> <p>Application Form, Interview,</p> <p>Test, Application Form,</p> <p>Interview, Test</p>
<p>EQUAL OPPORTUNITIES AWARENESS:</p> <ul style="list-style-type: none"> • A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way • A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities • A commitment to working in a flexible and collaborative manner with all members of the school community 	<p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Interview</p> <p>Application Form, Interview</p>
<p>CHILD PROTECTION AND SAFEGUARDING AWARENESS:</p> <ul style="list-style-type: none"> • An understanding of child protection and safeguarding matters • A commitment to safeguarding and promoting the welfare of young people 	<p>E</p> <p>E</p>	<p>Application Form, Interview</p> <p>Application Form, Interview</p>