



Cover Supervisor

Astrea Academy Sheffield

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| Salary: | Scale Point 15 – 19 | Reports To: | Operations Manager |
| Actual Salary: | £25,104 - £26,807 | Start Date: | September 2025 |
| Contract: | 37 hours, 39 weeks, Permanent | Location: | Astrea Academy Sheffield |

Purpose of the Role

The cover supervisor will supervise whole classes of scholars and ensure that work which has been set is completed in the absence of the teacher. The cover supervisor will provide cover for short-term absence of teaching staff so that an effective and tailored Academy policy in respect of cover is delivered.

Key Responsibilities

- ★* Supervise work that has been set in accordance with the Academy policy so that teaching and learning continues
- ★* Liaise on a daily basis with the Assistant Principal (Curriculum & Assessment) to determine where the cover is required
- ★* Manage the behaviour of scholars whilst they are undertaking pre-set work to ensure a suitable environment exists for teaching and learning
- ★* Ensure a purposeful and constructive environment in which scholars can complete the work that has been set
- ★* Respond to any questions from scholars about processes and procedures
- ★* Encourage scholars to complete the work set and to complete records for absent colleagues regarding this work
- ★* Deal with any immediate behaviour problems including dealing with incidents in accordance with academy policies and procedures
- ★* Implement strategies to recognise and reward scholar achievements
- ★* Collect any completed work after the lesson and return it to the appropriate colleague
- ★* Report as appropriate on the behaviour of scholars during lessons and on any other relevant issues which may have arisen
- ★* Where appropriate to undertake the marking of scholars work before returning it to the absent colleague
- ★* Collate a bank of supervision work for subjects in liaison with curriculum leaders and to assist with planning learning activities
- ★* Where appropriate to prepare the classroom for lessons and to clear afterwards
- ★* Undertake administrative duties including administering course work, photocopying and producing worksheets for agreed activities
- ★* Assist scholars in using resources, e.g ICT

- ★ Participate in school visits, assisting with activities as required
- ★ Support the pastoral team, scholars, departments and administrators at time when not required for study supervision
- ★ Assist with the supervision of scholars outside lesson times, including scholar break and lunch times. These duties shall be undertaken within the post holder's contractual hours
- ★ Make day-to-day decisions in respect of the responsibilities of this post
- ★ Act as invigilator if needed during external examinations held in the academy
- ★ Other duties commensurate with the grade of the post as directed by the Principal

Other Duties

- ★ Form positive professional relationships and work in partnership with colleagues throughout the Trust
- ★ Willingly engage with training as required by the Academy
- ★ Treat all aspects of the role with the strictest confidentiality
- ★ Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to the Designated Safeguarding Lead.

Education and Qualifications

- ★ Qualified Teacher Status
- ★ Good Honours Degree

Experience

- ★ Relevant experience in a similar role
- ★ Experience of working in a secondary school or Academy

Knowledge, skills and abilities

- ★ Excellent written and oral communication skills
- ★ Good organisation and management skills
- ★ Demonstrate a willingness and enthusiasm for training and progression.
- ★ Able to communicate and relate well with colleagues and scholars in a polite professional and friendly manner at all times.
- ★ Able to work on own and with a team with little day to day supervision.
- ★ Be friendly and have a flexible approach to work
- ★ Be enthusiastic
- ★ Have a calm and confident manner
- ★ Demonstrate personal and professional integrity, including modelling Astrea values and vision
- ★ Commitment to promote and support the aims and value partners of Astrea Academy Sheffield
- ★ Effective time management
- ★ Commitment to young children, their families and the community.

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks.

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff