



**Waverley Studio College  
Part of Waverley Education Foundation Trust**

**JOB DESCRIPTION**

**Name:**

**Job Title:** Cover Supervisor

**Scale:** Grade 3

**Start Date:** ASAP

**CORE PURPOSE:**

- To provide comprehensive and efficient administrative support.
- To maintain a good working relationship with all staff, student, external agencies, parents and visitors to the school.
- To organise all cover arrangements for staff, both teaching and support on a daily basis.

**OVERALL RESPONSIBILITY**

- To organise all cover arrangements for staff both teaching and support across Primary, Secondary and the Studio College phases.
- To ensure effective deployment of the cover supervisor team.

- To make links with supply agencies to arrange cover for staff, both short and long term.
- To ensure compliance documentation for all external agency staff is checked thoroughly.
- To keep up to date records of staff absence and generate absence reports as and when required.
- To complete appropriate booking forms and other finance documentation accurately and efficiently.
- Ensure when booking external cover staff, the Trust gets full value for money.
- To support the Senior Data Manager with Primary and Secondary assessment, recording and reporting as and when required.
- To undertake general clerical and administrative duties as required.
- Support the cover team by covering classes if required.

### **Health and Safety**

- Undergo Basic First Aid training and update courses where required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- To ensure all tasks are carried out with due regard to Health and Safety.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

### **Continuing Professional Development – Personal**

- To undertake appropriate professional development including adhering to the appraisal process.
- Undertake any necessary professional development as identified in the School Improvement Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the appraisal process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

**Elements of this job description and changes to it may be negotiated at the request of either the Principal or the post-holder.**

### **Line Manager**

The post holder will be responsible to the Principal

Signed: \_\_\_\_\_ (Principal)

\_\_\_\_\_ (Post holder)

\_\_\_\_\_ (Date)

**Waverley Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.**

**June 2025**