



Candidate Brochure Cover Supervisor



THE DEAN TRUST
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Cover Supervisor

Job Summary

SALARY: Grade 5, Points 13 to 19

£29,064 to £31,022 pro rata

START DATE: As soon as possible

WORKING PATTERN:

Full-time, TTO, 39 weeks, including 5 INSET days

CONTRACT: Permanent

LOCATION:

Abraham Moss Community School

RESPONSIBLE FOR:

Cover during absence of teachers

ACCOUNTABLE TO:

Deputy Headteacher / Cover

Supervisor Manager

The primary purpose of the role is to supervise and lead lessons across different subject areas during the absence of teachers. The role will ensure that progress in pupil learning is maximised during any absence through maintaining an atmosphere in the classroom which is conducive of effective learning. The job will demand flexibility and adaptability to meet the school's needs as required. Teaching will cover Years 7 to 11.

The Dean Trust is an equal opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check



Main Purpose of the Role

- To work closely with the Cover Supervisor Manager to ensure all classes have appropriate daily cover
- To ensure the school's teaching and learning and lesson protocols are followed in all cover lessons and that pupils settle quickly in their learning activities
- To ensure pupils follow set activities and lesson plans provided, and are given appropriate support and guidance to move them on in their learning
- To manage the behaviour of pupils in lessons and report any behaviour issues following the school's procedure

Key Responsibilities

- To quickly establish effective working relationships with all groups of pupils taught
- To support and guide pupils in lessons with their progress in the tasks that are set. This will be through providing written and verbal feedback to support their learning in lessons
- To complete lesson evaluation feedback for lessons delivered to advise absent teachers of progress made in lessons
- To manage the effective deployment of Teaching Assistants during lessons taught
- To provide verbal and written feedback on pupil work completed when required
- To collect any completed work after each lesson and return it to the appropriate teacher or Head of Faculty, informing staff of any issues identified
- To promote and role model high expectations of all pupils
- To contribute fully to the wider role expected of all staff in ensuring the school maintains its high standards

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual task undertaken may not be identified.

Person Specification

	Essential	Desirable
Qualifications		
A good level of education, including GCSE Mathematics and English Language A*-C	✓	
A Level and/or degree qualification		✓
Teaching qualification		✓
Experience		
Developing effective working relationships with children	✓	
Previous experience of working with children across the 11-16 age range • Working in a school environment	✓	
Experience of teaching one or a variety of subjects within a specialist area across KS3 and 4		✓
Working with pupils in a range of educational settings		✓
Knowledge		
Having an understanding of pupils' needs and how children best learn	✓	
Having an understanding of the wider national curriculum for secondary education	✓	
Knowledge of behaviour management and mentoring strategies		✓
Skills and abilities		
Ability to work effectively with pupils, staff, parents and members of the community	✓	
Flexibility and ability to cope with a range of tasks in a busy and challenging environment	✓	
Calmness and professionalism	✓	

• Ability to inspire pupils	✓	
• Demonstrate a commitment to safeguarding and promoting the welfare of the learners within the school	✓	
• Ability to communicate effectively and appropriately with all members of the school community	✓	
• Ability to analyse and interpret information and situations, and present findings in a clear and concise manner	✓	
• Possess an enthusiastic, proactive and positive attitude towards children and the education environment	✓	
• Ability and willingness to work independently and as part of a team	✓	
• Willingness to be involved in the full life of the school	✓	
• Demonstrate high levels of emotional intelligence	✓	
• Competent IT skills	✓	
• Ability to undertake further training and development as required	✓	



How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via:

careers.thedeantrust.co.uk

Application Closing Date: No later than 09.00am on
Thursday, 24 September 2026
Successful candidates will be notified

Interview Date: TBC

If you have any queries, please contact the HR team on 0161 532 5400 or
email Noeline Taker at noelinetaker@abrahammoss.co.uk