St Matthias School

Cover Supervisor

Job Description

Salary: NJC Grade 4

Hours: 37 hours per week

Contract type: Term Time Only

Reporting to: Deputy Headteacher

Job purpose

To work under the guidance of teaching staff to supervise pre-set work programmes with students, maintaining a positive learning environment during the short-term absence of teachers. The role involves managing student behaviour, supporting learning activities, and ensuring continuity of education whilst upholding the school's high standards and safeguarding responsibilities.

Responsibilities

• Supervise work that has been set in accordance with the school policy

• Manage the behaviour of students whilst they are undertaking this work to ensure a constructive environment

• Respond to questions from Students about process and procedures

• Assist students to undertake set activities as appropriate

• Deal with any immediate problems or emergencies according to the schools' policies and procedures

• Collect completed work after the lesson and return it to the appropriate teacher

• Report back as appropriate using the schools agreed referral procedures on the behaviour of students during the class and any issues arising

• Establish productive work relationships with students, acting as a role model and setting high expectations

• Promote the inclusion and acceptance of students with the classroom

• Support students consistently whilst recognising and responding to their individual needs

• Encourage students to interact and work co-operatively with others and engage all students in activities

• Promote independence and employ strategies to recognise and reward achievement of self-reliance

• Provide feedback to students in relation to progress and achievement

• Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems / records as requested

• Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.

• Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the students.

• Attend and participate in meetings

• Participate in training and other learning activities as required

• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate

• Undertake planned supervision of students' out of hours learning activities

• Supervise students on visits, trips and out of school activities as required

• Any other duties commensurate with the duties/responsibilities/grade of the post

• All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect changing roles and responsibilities. Any changes will take account of salary/hours and will be subject to discussion, in accordance with the guidance note on contractual changes

1. Ethos
   - To always look for and expect the best from all our students
   - To promote creativity in learning design, delivery and outcome
   - To be a positive role model in personal behaviours and self-management
   - To respect everyone as an individual
   - To take care of our learning environment
   - To promote sustainable development
   - To work collaboratively, embracing team work and partnership

2. Leading Learning

- To support learning by following the agreed policies, systems and structures
- To be responsible for your own professional learning and support development of colleagues
- To be committed to student attainment
- To promote health and wellbeing, including safeguarding our students

3. Community

- To work to build community cohesion
- To work positively with parents and families

4. Safeguarding

- To support and contribute to the safeguarding of all our students

4. Generic

- In addition, the post is subject to compliance with reasonable requests made by the Head teacher

Person Specification

Essential	Desirable
Qualifications	
• Good standard of general education including English and Maths (GCSE Grade C/4 or equivalent) • Safeguarding Training or willingness to undertake required training	• Level 2 or above qualification in supporting teaching and learning
Experience/Knowledge	
• Experience of working with children/young people aged 11-16 in an educational or youth setting • Demonstrable experience of managing groups of young people effectively • Understanding of the secondary school curriculum and learning environment • Understanding of how to promote inclusion and support diverse learners • Ability to maintain discipline and manage challenging behaviour calmly and consistently	• Experience using school information management systems • Proven strategies for de-escalation and positive behaviour support • Awareness of SEND and strategies to support students with additional needs
Skills/Abilities	
• Ability to act as a positive role model, demonstrating high standards of personal conduct and professionalism • Excellent verbal and written communication skills; ability to communicate effectively with children, staff and parents • Ability to work collaboratively as part of a team and build positive relationships	• Competent use of Microsoft Office and willingness to learn school systems
Personal Qualities	
• Strong organisational skills with ability to manage time effectively and prioritise tasks • Reliable, punctual and flexible approach to work • Ability to remain calm under pressure and adapt to changing circumstances throughout the school day • Commitment to the school's ethos, values and promoting student achievement	
Safeguarding children and adults	
• Understanding of safeguarding principles and child protection procedures • Knowledge of KCSIE 2026 guidance • Commitment to safeguarding and promoting the welfare of children and young people	