Formby High School
June 2026

Job Description

Job Title: Cover Supervisor

Department: Cover

Reporting to: Office Manager

General Description

To support continuity of learning through the provision of classroom cover for teachers and support for individual students.

Main Purpose:

- To safeguard and promote the welfare of every child in school.
- To supervise lessons in the absence of teaching staff, under the direction of school leaders.
- To ensure students are engaged and productive during lessons in order to provide continuity of learning that supports their progress.
- To show enthusiasm for learning and provide a high-quality learning experience in lessons.
- To support the school in maintaining a positive learning environment and effective, co-operative working relationships between staff, students, and parents.
- To support the school in its commitment to the provision of equal opportunities for all students regardless of race, gender, disability or social background.
- To support the vision, ethos and policies of the school and promote high levels of behaviour, attendance and achievement.

Key Tasks:

- To undertake lesson cover for absent teachers.
- To cover registration for absent teachers.
- To undertake emergency exam invigilation if required.
- To carry out administrative duties as directed by the Office Manager, when needed.
- To undertake student supervisory duties as required when not covering for an absent teacher, either with an individual or small group.
- To support designated curriculum areas as required when not required for cover duties.

Duties:

The duties typically undertaken by a Cover Supervisor are as follows. For each lesson of cover supervision, the post holder will:

- Collect and study cover work set for the assigned lesson.
- Arrive promptly to cover the lesson.
- Ensure orderly entry of students to the room and ensure that they are appropriately dressed and equipped to start the lesson.
- Complete the attendance register.
- State the learning aims of the lesson and give instructions on work provided to the class.
- Arrange the distribution of resources as required.
- Ensure students remain on task throughout the lesson.
- Support any students who require assistance and regularly check the progress of all students.
- Use praise as appropriate and address any behavioural concerns by applying the school's behaviour management systems.
- Collect in completed work and set homework if required.
- Ensure that the room is left tidy and dismiss students in an orderly fashion when the bell has sounded.
- Provide feedback for the absent teacher and/or to the Office Manager.
- Carry out the subsidiary tasks/roles as directed by the Office Manager.
- Support / cover within the General Office and First Aid departments, when required.

Other duties:

In addition to the duties outlined above, the post holder is expected to safeguard and promote the welfare of every child in school and support the school's vision and ethos. Furthermore, the post holder may, on occasion, be asked to complete other duties, commensurate with the general character and grading of the post.