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## Job Description

Job Title:	Cover Supervisor
Grade:	Scale 4
Hours:	36 per week, 38 weeks per year
Line Manager:	AHT Teaching and Learning
Team membership:	Support staff
Supervisory Responsibility:	None
Functional Relationships:	
• Internal:	SLT, teachers, support staff teams, HOS, EHT, students
• External:	none
Home School:	The Green School for Girls

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### Main purpose of the post

- To cover short term absence of teachers in the classroom
- To ensure that students complete any work set by the teacher in a positive learning environment

### Outcomes

- To support students in their learning and personal growth so that they make the best possible progress
- To support other members of staff in ensuring that students with additional needs are appropriately supported and engaged in their learning and integrated into the school community

### Specific Responsibilities and tasks

- Cover short term absence of teachers by delivering work set and enabling students to follow instructions
- To ensure that the Code of Conduct is followed
- To supervise homework and after school activities
- Lunchtime supervision of students
- To maintain display boards around the school as required and support a positive learning
- To offer some ad-hoc administrative support where needed

## **General Responsibilities**

- To support in the delivery of the Trust's provision across the Trust's schools as directed by CEO/ Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the CEO/Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and CEO/Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

## **Confidentiality**

During the course of your employment you may see, hear or have access to information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation

## **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulation ( May 2018)

## **Equal Opportunities**

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

## **Safeguarding Children**

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education"

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.

This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

For more information visit <https://www.gov.uk/crb-criminal-records-bureau-check>

## **Health and Safety**

You are required to comply with the school's Health and Safety policy at all times

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed June 2025