

Job Profile: Cover Supervisor



Salary scale:	C1 Point 12-17
Working hours:	37 hours per week
Academy/department:	Bishop Young Academy
Responsible to:	Senior Leadership
Nature of contract:	Fixed term – 1 year (1 September 2025 to 31 August 2026), term time only, 38 weeks per year plus 5 days (39 weeks)

Job purpose:

To provide high quality support to assist the academy in implementing excellent standards of teaching and learning, by ensuring that there is a safe, orderly, and structured learning environment for all students in the absence of teaching colleagues and that designated work is completed.

Job specific responsibilities:

- To supervise a class or group of students who will be carrying out work set by a teacher; managing the behaviour of those students; dealing with issues that arise; and reporting back.
- To be responsible for the active delivery, that students complete any work or tasks set for them by subject staff; engaging with the students, providing explanation and guidance to support their learning
- To ensure that students have the necessary resources to complete their work
- To maintain good discipline within the classroom and around the Academy, following the Academy's Behaviour Policy
- To ensure the health and safety of themselves and the students in their care
- To register each class
- To liaise with teaching staff regarding work set
- To provide feedback from classes where appropriate/required regarding student progress
- To prepare and develop resources/offer administrative support as required by colleagues/departments when the cover requirements allow
- To attend team and staff meetings as requested
- To undertake duties as required
- To undertake any training that may be deemed necessary
- To undertake as requested by senior staff any other tasks commensurate with the general nature of the post
- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures
- The postholder must carry out his/her duties with full regard to the Academy's Child Protection, Equalities, and other relevant policies in terms of employment and service delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services delivered, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Able to work flexibly and collaboratively as part of a team as well as on own	✓	
Ability to safely manage classroom activities, the physical learning space and classroom resources	✓	
An enthusiastic and innovative cover supervisor, passionate about teaching and learning	✓	
Able to work with and relate to young people across a range of ages and abilities	✓	
Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	✓	
Ability to reflect critically, and respond to, performance and feedback	✓	
High level of emotional intelligence and self-awareness	✓	
Inspire, challenge, motivate students and staff towards a shared vision	✓	
Think creatively in order to anticipate and problem solve	✓	
A commitment to our mission and values demonstrated by current practice	✓	
Support the Christian ethos of Abbey Multi Academy Trust	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Relevant degree or equivalent professional qualification	✓	
Recent Level 3 Qualification	✓	
Good general level of education to GCSE, or equivalent, including English and Maths to A*-C (or equivalent)	✓	
Knowledge of the education system, understanding of how students can be helped to make progress in the classroom	✓	
Previous experience of working with children and young people	✓	
Able to ensure that classes follow planned programmes of study under supervision	✓	

Understanding of a range of strategies to manage classroom behaviour as a whole, group behaviour and individual behaviour	✓	
Experience of working within a secondary setting	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our pupils and colleagues are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

