

Job Description



Cover Supervisor

Netherwood Academy

Salary:	SCP 15 – 19 (£29,093 - £31,067)	Reports To:	Assistant Principal
Actual Salary:	£25,328 - £27,046	Start Date:	September 2025
Contract:	37 hours, 39 weeks, Permanent	Location:	Netherwood Academy

Purpose of the Role

To work under the guidance of teaching/senior staff and within an agreed system of supervision. To implement agreed work programmes with individuals/ groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/ presentation of resources.

Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to-maintain good order and to keep students on task. Cover Supervisors will need to respond to questions and generally assist students to undertake set activities.

Under the guidance of staff; provide specialist support in a specific curricula/ resource area, including preparation, and maintenance of resources and support to staff and students. Working under guidance; provide support in addressing the needs of students who need particular help to overcome barriers to learning.

Key Areas:

Support for Students
Support for the Teachers
Support for the Curriculum
Support for the Academy

Main Duties and Responsibilities

Support for Students

- ★* Use specialist (curricular/ learning) skills/ training/ experience to support students.
- ★* Assist with the development and implementation of Individual Education/ Behaviour/ Support/mentoring plans.
- ★* Establish productive working relationships with students, acting as a role model and setting high expectations.
- ★* Promote the inclusion and acceptance of all students within 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, achievement, behaviour and attendance.
- ★ Provide pastoral support to students.
- ★ Receive and supervise students excluded from, or otherwise not working to, a normal timetable.
- ★ Attend to student's personal needs and provide advice to assist in their social, health and hygiene development.
- ★ Participate in comprehensive assessment of students to determine those in need of particular help.
- ★ Support provision for students with special needs.
- ★ Develop one to one mentoring arrangements with students and provide support for distressed students.
- ★ Promote the speedy/ effective transfer of students' phases/ integration of those who have been absent.
- ★ Provide information and advice to enable students to make choices about their own learning/ behaviour/ attendance.
- ★ Challenge and motivate students, promote and reinforce self-esteem.

Support for the Teachers

- ★ Work with the teacher to establish an appropriate learning environment.
- ★ Work with the teacher and other staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- ★ Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- ★ Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- ★ Be responsible for maintaining and updating records, information and data as agreed with the teacher, contributing to reviews of systems/ records as requested and producing analysis and reports as required.
- ★ Undertake marking of students' work and accurately record achievement/ progress.
- ★ Promote and ensure health and safety, positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- ★ Liaise sensitively and effectively with parents/ carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/ meetings with parents, or as directed by the teacher.
- ★ Administer and assess routine tests and invigilate exams/ tests.
- ★ Establish constructive relationships with parents/ carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links.
- ★ Create and maintain a purposeful, orderly and productive working environment.
- ★ Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- ★ Assist in the development of lesson/ work plans, administration of coursework, work sheets etc.
- ★ Contribute to planning, development and organisation of systems/ procedures.
- ★ Administer and assess routine tests and invigilate exams/tests.
- ★ Support students' access to learning using appropriate strategies, resources etc.
- ★ Provide general clerical/ admin support e.g. dealing with correspondence, compilation/ analysis/ reporting on attendance, exclusions etc., making phone calls, administer coursework, produce worksheets for agreed activities.

Support for the Curriculum

- ★ Implement agreed learning activities/ teaching programmes, adjusting activities according to student responses/ needs.
- ★ Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- ★ Support the use of ICT in learning activities and develop students' competence and independence in its use.
- ★ Help students to access learning activities through specialist support.
- ★ Determine the need for, prepare and maintain general and specialist equipment and resources.
- ★ Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- ★ Maintenance of specialist equipment, check for quality/ safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out.
- ★ Provide specialist advice and guidance as required.
- ★ Implement agreed work programmes/practical lessons under the guidance of the teacher.
- ★ Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning.
- ★ Determine the need for, prepare and use specialist equipment, plans and resources to support students.

Support for the Academy

- ★ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- ★ Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- ★ Contribute to overall ethos/work/aims of the Academy.
- ★ Appreciate and support the role of other professionals.
- ★ Attend and participate in relevant meetings as required.
- ★ Participate in development opportunities and other learning activities and performance development as required.
- ★ Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
- ★ Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under supervision of the Teacher.

General

- ★ To develop and promote high standards throughout the Academy Trust and Barnsley Children, Young People & Families Services.
- ★ To undertake any other duties, commensurate within the grade, at the discretion of the Principal.
- ★ Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations, policies and procedures.
- ★ Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

General Information and Working Arrangements

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Team.

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

To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and / or Senior Leadership Team as required. Trade union representation will be welcomed in any such discussions.

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

Relevant Experience

- ★ ★ Recent relevant experience
- ★ ★ Experience working with children of relevant age
- ★ ★ Experience in specific area in a learning environment
- ★ ★ Experience of working with students with additional needs
- ★ ★ Supervisory experience

Education and Training

- ★ ★ Numeracy/ literacy skills
- ★ ★ 2 GCSEs at grade A to C in English and Maths or equivalent and level 3 certificate or equivalent (e.g. NVQ level 3)
- ★ ★ Training in the relevant strategies e.g. literacy and /or in particular curriculum or learning area e.g. bi-lingual, sign language, dyslexia, ICT, maths, English, CACHE etc.
- ★ ★ Appropriate first aid training
- ★ ★ Specific training in specialist area

General and Special Knowledge

- ★ ★ Effective use of ICT and other specialist equipment/ resources
- ★ ★ Use of other equipment technology – video photocopier
- ★ ★ Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation
- ★ ★ Working knowledge of national/ foundation stage curriculum and other relevant learning programmes/ strategies
- ★ ★ Understanding of principles of child development and learning processes

Skills and Abilities

- ★ ★ Ability to self-evaluate learning needs and actively seek learning opportunities
- ★ ★ Ability to relate well to children and adults.
- ★ ★ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- ★ ★ Relevant first aid knowledge
- ★ ★ Understanding of principles of child development and learning processes and in particular, barriers to learning

- ★ Ability to plan effective actions for students at risk of underachieving
- ★ Full understanding of the range of support services/ providers

Additional Factors

- ★ Ability to travel around the borough
- ★ Demonstrate a commitment to Equal Opportunities

Astrea Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Posts are subject to enhanced DBS checks.

Astrea Academy Trust are delighted to be part of such an important movement, which will ensure we have the guidance to challenge attitudes towards disability, tap into wider talent pools and help all individuals across the Trust fulfil their potential and realise their aspirations. As a disability confident employer we have pledged to promote a culture that ensures there are no barriers to the development and progression of disabled staff.