



Job Description and Person Specification

Cover Supervisor



JOB DESCRIPTION

Cover Supervisor

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|---------------------------|--|
| GRADE: | Grade 7 (pts 11-14) |
| HOURS: | 32.5 hours per week / 39 weeks per year |
| ACCOUNTABLE TO: | Cover Manager |
| JOB PURPOSE: | To provide supervision and classroom management of lessons in the event of the absence (planned or unplanned) of the teacher, ensuring that students are engaged in pre-set work, managing behaviour effectively, and maintaining a safe, inclusive environment for all students across multiple subjects and year groups. |
| KEY RELATIONSHIPS: | Teachers, other classroom support staff, Cover Manager, Operations Manager |

MAIN DUTIES AND RESPONSIBILITIES

- In the absence of a teacher, to supervise a class of students, ensuring they are engaged in learning activity that has been set by a teacher. This may include explaining the work to be completed and answering questions from students to ensure that they understand what is required of them.
- Liaise with teachers / other relevant staff with regard to work set for a class.
- Provide clear feedback to the relevant teacher on student engagement, work completion, behaviour and any issues that may have arisen during the covered lesson(s).
- Prepare, monitor and maintain a safe, secure and inclusive learning environment in line with the teacher's lesson plans, ensuring all students can access learning.
- Contribute to the evaluation of the impact of covered lessons on student learning and behaviour throughout the school.
- Undertake student registration of a class, in the absence of the normal registration tutor.
- Promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
- Develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- Assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
- Support students with SEND by adapting approaches and promoting inclusion in all lessons covered.
- Cover lessons across multiple subjects and year groups, adapting quickly to different curriculum areas and lesson requirements.
- Maintain accurate records of student attendance, work completed, and behaviour during cover sessions.
- Participate in staff meetings, INSET days, and relevant training sessions, including safeguarding and behaviour management training.
- Undertake administrative duties relevant to the role.



- Invigilate or provide approved SEND support for internal and external tests and examinations under formal conditions.
- When not required to undertake any responsibility falling within the above, Cover Supervisors may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled / qualified.

School Ethos:

- To play a full part in the life of the school community, to support and uphold the school's values and to encourage staff and students to follow this example.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To promote actively the school's policies and procedures
- To engage in continuing professional development as agreed.
- To undertake any other reasonable duties as directed by the Headteacher.

***Note:** This job description is not exhaustive and may be amended to reflect the changing needs of the school, in consultation with the postholder*

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

SIGNATURES:

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: _____
(Employee)

Dated: _____

Signed: _____
(Headteacher)

Dated: _____

Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon satisfactory pre-employment checks, including an enhanced DBS disclosure, online searches as part of our safer recruitment process, satisfactory references, and medical clearance.



PERSON SPECIFICATION
Cover Supervisor

Qualifications and Training

| Essential | Desirable |
|--|---|
| <ul style="list-style-type: none">Numeracy and literacy skills equivalent to NVQ level 2 or GCSE Grade C or above in English and Mathematics | <ul style="list-style-type: none">Further educational qualifications at A level or equivalent |

Skills and Knowledge

| Essential | Desirable |
|---|--|
| <ul style="list-style-type: none">Experience of working with adults or children in a teaching or coaching capacity.Confidence in using IT to support learning, including remote/online platformsExperience of working in a role that requires a high level of organisational and time management skills | <ul style="list-style-type: none">Experience of teaching or teaching practice.Experience of working in a school or similar settingExperience of working with young peopleKnowledge of child protection and health and safety procedures.Experience supporting SEND students. |

Personal Qualities

| Essential | Desirable |
|--|-----------|
| <ul style="list-style-type: none">Ability and willingness to undertake professional development.Good interpersonal skills.Empathy with children and young people.Ability to work effectively as part of a team.Communicate effectively and appropriately to students with different abilities and ethnic backgrounds.Ability to demonstrate enthusiasm and sensitivity while working with othersAn understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.Professional conduct and ability to work both independently and as part of a teamCommitment to upholding the school's ethos, values, and policies | |

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