

FRED LONGWORTH HIGH SCHOOL



JOB DESCRIPTION

Post Title:	Cover Supervisor
Purpose:	To provide classroom supervision of pupils during short term teacher absence. To utilise systems and equipment effectively and efficiently and maintain systems, equipment, registers, records and files in good order.
Reporting To:	Director of Business & Finance, Office Manager
Working Time:	37 hours per week, term time
Salary/Wage Grade:	Grade 4 - £26,428 to £27,709 pro-rata
Disclosure Level:	Enhanced
Scope:	Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role. It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.

MAIN DUTIES AND RESPONSIBILITIES

Lead Role

- Provide initial classroom supervision in the absence of a qualified teacher, across all subject areas (including practical subjects such as DT, PE, Drama etc.).
- Ensure students are managed and supervised in line with the whole school behaviour policy.
- Ensure that work set by the teacher is communicated and undertaken to the required standard by the students so that tasks can be completed effectively.
- Oversee the distribution and collection of books and equipment as appropriate.
- Ensure that work completed is returned to the teacher.
- Undertake exam invigilation as required, under the direction of the Examinations Officer.
- Working closely with a designated Head of Year, provide pastoral support to a designated Year group during form time.
- Provide administrative support as required.
- Assist in the supervision of students on school visits and trips including timetabled school sessions when required.
- Ensure observation of the school health and safety policy and regulations.
- Undertake other student supervision duties as and when required. Payment for these duties will be made separately.
- Adhere to and support the school's staff dress code.
- As a user of the school's network, comply with the school's IT Code of Practice and understand that the school may monitor your emails and internet activity.
- Comply with the schools policy on Data Protection being particularly careful with sensitive personal information about children and the school.

Staff development	• To take part in the School's staff development programme by participating in arrangements for further training and professional development. • To continue professional development in the relevant areas including
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	use of new technology. • To participate in the Staff Professional Review process. • To work as a member of a designated team and to contribute positively to effective working relations within the School.
Quality Assurance:	• To help to implement School quality procedures and to adhere to these. • To contribute to the process of monitoring and evaluation of administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
Management Information and Administration:	• To develop and maintain recording systems, which enable the activities of the function, be monitored. • To provide relevant management information as and when required.
Communications:	• To maintain effective links throughout the School. • To communicate and consult with other staff and students. • To promote a positive service to both staff and students. • To communicate and co-operate with internal/external individuals and bodies as appropriate. • To follow agreed policies for communications within the School.
Marketing and Liaison:	• To contribute to the development of effective relevant links with external agencies.
Management of Resources:	• To be fully aware of the school Best Value Statement. • To contribute to the process of the ordering and allocation of equipment and materials. • To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its pupils. • To advise management of resource needs as and when appropriate.
Other Specific Duties Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our Arts College aims and to play an active part in our initiative. This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.	

Date: September 2026

PERSON SPECIFICATION

JOB TITLE: **Cover Supervisor**

GRADE: **Grade 4**

	Essential	Desirable
Experience & Qualifications		
Level 2 related qualification (Eg. cover supervision/teaching assistant)		
GCSE English and Maths (A to C) or equivalent		
At least 2 years experience of working with students		
Working within a support role within a school/educational setting		
Skills & Knowledge		
Basic knowledge and understanding of Education and child protection issues. e.g. Every Child Matters		
Can demonstrate good numeracy and literacy skills		
Ability to communicate effectively and relate well with a wide range of children and adults with varying abilities and needs		
Can demonstrate good ICT skills and ability to use Microsoft programs and Management Information Systems (eg SIMS)		
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals		
Ability to relate to and command with confidence a wide range of educational issues.		
Excellent organisation and time/resource management skills		
An appreciation of the different levels of accountability within the school, Trust Board, LA and DfE		
Personal Qualities		
Resilience and confidence to work efficiently in a busy and demanding environment		
A personal and friendly nature		
Maintain confidentiality where appropriate		
Commitment to and the ability to support the ethos of the school		

Adaptable, flexible, diplomatic, tactful and committed to success		
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