



Cover Supervisor

Job Description

Salary: H3 5-6

Main purpose:

To work across the whole school, supervise and work with groups of students and whole classes, (including sixth form on their study periods), some of whom may be undertaking pre-prepared activities provided by a teacher, setting and ensuring high standards and expectations, and provide administrative support to the school function.

N.B. The duties listed below are not an exhaustive list of requirements. The specific nature and balance of these responsibilities will vary according to the needs of the school.

Key responsibilities:

1. To support students across the school, setting high standards and expectations and support independent study/learning and inclusion.
2. To cover lessons and implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3. To support learning by arranging/providing/delivering resources for lessons/activities under the direction of the teacher.
4. To work with teachers to organise, support and deliver teaching and learning activities.
5. To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour and support the teacher in monitoring, assessing and recording pupil progress/activities.
6. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
7. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
8. To carry out admin tasks and provide administrative and other support to the school as a whole.

Whole-school organisation, strategy and development:

1. Ensure own professional competence remains sufficient to provide effective support by seeking support for your development.
2. Attend team meetings.
3. Attend training including INSET sessions as advised.
4. Participate in the Performance Management process.

Health and Safety:

1. Knowledge and compliance with School policies and procedures relevant to child protection and health and safety.
2. Assist with escorting pupils on educational visits.
3. Undertake moving and handling activities as required.
4. Responsible for the careful and safe use of equipment, standard ICT equipment.



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Part of the St Francis of Assisi Catholic Academy Trust



Working with colleagues and other relevant professionals:

1. To work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher or SLT.
2. Part of a team of teachers and support staff who support the learning of pupils, including Sixth Form.
3. Part of a team of administrative staff who support the administrative function of the school.
4. Responsible for the supervision of pupils.
5. Provides assistance to pupils on social, welfare and health matters and provides support to the teacher on behaviour management of pupils.

Management of staff and resources:

1. Works under the direction of the Cover Manager, relevant staff and classroom teachers for the area of responsibility.
2. Makes decisions about own work supporting pupils; more complex decisions referred to senior staff.
3. May demonstrate own duties to new or less experienced staff.
4. Support pupils in using basic ICT.

Professional development:

1. Knowledge and procedures for supporting and leading learning activities or a willingness to learn.
2. High level of literacy and numeracy skills, since the post requires delivery of literacy based activities and administrative support.
3. Working at NVQ level 2 in supporting teaching and learning or equivalent; may be working towards NVQ level 3 and/or national occupational standards or a graduate.
4. Resolves problems in relation to providing learning activities. May contribute to planning of activities for the session, day or week.
5. Willingness to engage in appropriate professional development.

Communication:

1. Communicates with pupils and staff, to support learning and development and encourage acceptable behaviour.
2. Exchanges appropriate information with staff, parents/carers.

January 2025