



COVER SUPERVISOR

JOB DESCRIPTION AND PERSON SPECIFICATION

Post	Cover Supervisor
Grade	KR5
Responsible to	Assistant Headteacher
Responsible for	None
Working hours	32.5 hours per week / 38 weeks per year + 5 staff development days (8.30am - 4.00pm Monday to Friday)

Everyone at Borden Grammar School works to fulfil our **School Plan**. Our school motto "Nitere Porro" means to strive forward and the ethos of Borden is that we expect our whole community to do this, together. Our school plan focuses on supporting and inspiring students to achieve their full potential.

JOB PURPOSE:

The key role of a Cover Supervisor is to supervise whole classes during short-term absence of teachers. The Cover Supervisor will give instructions for a lesson as provided by a teacher. The Cover Supervisor will ensure the good behaviour of students and make sure students engage in the learning activities. The post holder will be required to respond to students' general questions and provide feedback to the teacher on broad issues such as behaviour but will not be expected to undertake any planning, detailed delivery or formal assessment of students' progress and/or development. The Cover Supervisor will be subject to general supervision and will act under the professional direction of teachers.

GENERAL ACCOUNTABILITIES:

- Supervise learning that takes place within the classroom and/or the library e.g. Homework Club.
- Deliver pre-planned lessons to promote learning during periods of teacher absence, ensure that learning objectives set by the teacher are achieved.
- Ensure the good behaviour of the students and assist with their learning. Ensure inclusion and acceptance of all students within the classroom in order to promote equal opportunities.
- Work with individuals or small groups who require additional support.
- Interact with and support individual students throughout the lesson wherever possible and appropriate
- Act as a role model and set high expectations of conduct to ensure that good behaviour is maintained.
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons.
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher.
- Be aware of and comply with the policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.
- Participate in training and other learning activities as required and attend relevant meetings to ensure own continuing professional development.
- Develop an understanding of and implement relevant policies, codes of practice and legislation.
- Apply behaviour management policies and strategies which contribute to a purposeful learning environment.
- To assist with exam invigilation when required.
- To assist with preparation of materials for AEN students as required.
- Supervision of the 6th form study area.

- Maintain high levels of professional conduct at all times.
- Support the aims and ethos of Borden Grammar School.
- Undertake a range of administrative/support tasks when not required to supervise classes or work with individuals e.g. updating displays, filing etc.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the

PERSON SPECIFICATION – COVER SUPERVISOR

	CRITERIA:
QUALIFICATIONS	• Pass in English and Maths GCSE or equivalent (E) • First aid certificate is desirable or willingness attend the training course (D)
EXPERIENCE	• Recent experience of working with children (11-16) is preferable but not essential (D) • Experience of working in a classroom would be advantageous (D)
TRAINING, SKILLS AND ABILITIES	• Is sympathetic to the pastoral needs of pupils (E) • Is co-operative, flexible, responsible and committed to high standards (E) • Able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving (D)
KNOWLEDGE AND UNDERSTANDING	• Effective use of ICT in a classroom environment (E) • Has a good knowledge of safeguarding, health and safety requirements (E) • Has a good grasp of the importance of pastoral care and the links between learning, behaviour, wellbeing and safeguarding. (E)
PERSONAL ATTRIBUTES	• Is self-motivated with the ability to work independently and take initiative in problem-solving. (E) • Can work as part of a team, and is prepared to share and pool their ideas. (E) • Possesses excellent organisational skills, work calmly under pressure and be adaptive to changing circumstances. (E) • Demonstrates excellent communication and interpersonal skills. Preferably also patient, optimistic and has a sense of humour. (D)

This post may well suit an individual aspiring to enter the teaching profession.

Last review date:

May 2026

Headteacher/line manager's signature:



Date:

May 2026

Postholder's signature:

Date:

*Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The law requires this position to have an **enhanced** criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act by completing a Self Declaration form. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.*