

## Job Description - Cover Supervisor



<b>Grade &amp; Range:</b>	NJC APT&C Pay Scale Grade 6 (Points 11-19)
<b>FTE Salary Range:</b>	£28,142 - £32,061
<b>Actual Salary for Hours Worked:</b>	£20,901 - £23,812
<b>Hourly Rate Range:</b>	£14.59 - £16.62
<b>Weekly Hours:</b>	32.50 Hours Per Week. Term Time Only (38 Weeks)
<b>Paid Weeks per Year:</b>	44.09
<b>Pro rata holidays entitlement:</b>	6.09 weeks of pro rata holiday, bank holiday and statutory holiday days entitlement.
<b>Start Date:</b>	1 <sup>st</sup> September 2026

### Purpose of the role

To contribute to the effectiveness of student learning through providing cover for absent teachers. It is envisaged that the cover supervisor will work collaboratively with teachers and contribute ideas and strategies to assist with the planning, development and delivery of the curriculum.

### Duties

To undertake cover supervision for whole classes, ie supervise, support and assist students of the complete age and ability range in the school in the absence of the usual teacher.

- To communicate the work which has been set by the class teacher.
- To follow all instructions as directed by the class/lead teacher.
- To promote positive student behaviour and conduct.
- To administer tests and assist with exam invigilation.
- To act as a reader and scribe during exams and mock exams.
- To undertake classroom administrative tasks.
- To be aware of and abide by the confidential nature of issues relating to home/student/teacher/school work.
- To be a member of the duty team when required.
- To offer support to Subject Leaders and act as a classroom assistant, when required.
- To assist in providing a purposeful, orderly and supportive environment for learning.
- Dealing with any immediate problems or emergencies according to the Trust's policies and procedures.
- Reporting, as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

On the occasions when there is no requirement for lesson cover, the postholder will report to the Administration Manager to be allocated administrative tasks or lesson support.

### **Knowledge, Experience and Training**

- Experience of working with children of the relevant age.
- Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English.
- Understanding of the curricular requirements of the school, these to include statutory requirements.
- Competence in the use of ICT to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Ability to manage pupils in a classroom setting.

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and Trust development. In addition, it may be amended at any time after consultation with you.

### **Academy Vision Statement**

As a Christian community, we aim to provide an education which enables all members of our Ripley family to flourish academically, personally and spiritually. Through acts of faith, hope and love, we encourage our young people to live well, to serve others and to make a difference in the world.

*'And now these three remain: faith, hope and love. But the greatest of these is love.'*

1 Corinthians 13:13

#### **We aim:**

1. We aim to follow the examples and teaching of Jesus Christ.
2. We draw inspiration from the vision of Julia and Thomas Ripley by continuing their work of providing care and education for all.
3. We strive for a culture of excellence in all we do and we are ambitious for all members of our community.
4. We provide a rich curriculum and co-curriculum which develops pupils in body, mind and spirit.
5. We love and care for one another, treating each other with kindness, dignity and respect.
6. We understand that the wellbeing of our pupils and staff is the key to flourishing.
7. We have a commitment to creation and the stewardship of our planet, as well as service to our community.

#### **All staff are expected to model the following values, behaviours and attitudes:**

- Actively supporting, articulating and promoting the Christian values and ethos of this Church of England Academy
- Putting pupils first and being positive about young people
- Committing fully to the safeguarding of pupils
- Having a commitment to excellence and high standards in everything we do

- Having, and communicating, the highest expectations of young people academically and personally
- Having a commitment to social justice and equality of opportunity
- Being committed to ethical behaviour: demonstrating integrity, honesty, resilience, professionalism, kindness and humility
- Behaving in a professional manner with staff and pupils at all times, treating all members of the school community with dignity and respect
- Contributing to the overall aims of the school by complying with and implementing school policies and by working collaboratively as part of pastoral and academic teams.
- A willingness to contribute to school life beyond the curriculum

*The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).*

*We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.*

*All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our Health and Safety policy.*