



## Job Description

<b>Job-title:</b>	Cover Supervisor
<b>Hours:</b>	37 hours per week/39 weeks per year
<b>Grading/Salary:</b>	Grade 4 (Spine Points 9-14) Starting at £16,825 per annum (fte £20,344)
<b>Accountable to:</b>	Headteacher through Senior Line Manager

### Stowupland High School

Church Road  
Stowupland  
Stowmarket  
Suffolk  
IP14 4BQ

Tel: 01449 674827

**Headteacher:**  
Mr P Whear

**Chair of Governors:**  
Mrs K Hudson

*Stowupland High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

### PROFESSIONAL DUTIES

All staff employed at Stowupland are expected to support the culture and ethos of the school as directed by the Headteacher.

All staff, including the Cover Supervisor, are expected to accept, abide by, and promote the professional expectations and procedures as outlined in the Staff Handbook, and are expected to adhere to, and actively support, all school policies.



### CORE PURPOSE

- To support the ethos and culture of the school as defined by the Headteacher
- To actively work under the direction of the class teacher when supervising lessons
- To support high standards of learning and achievement by providing a safe, stimulating and purposeful environment
- To manage the deployment of cover for one day each week
- To upgrade to the post of instructor in order to cover longer-term vacancies



### NOTE:

This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually and may be amended, after consultation, to reflect the changing needs of the school.



Founding Partner of the  
**John Milton Academy Trust**

Company no: 10298832

Email: [enquiries@stowuplandhighschool.co.uk](mailto:enquiries@stowuplandhighschool.co.uk)

Web: [www.stowuplandhighschool.co.uk](http://www.stowuplandhighschool.co.uk)

*Stowupland safeguards and promotes the welfare of students and requires all staff and visitors to share this commitment.*

## PRINCIPAL RESPONSIBILITIES AND TASKS

1. To provide cover for teaching staff to enable teachers to carry out their professional duties, training and development and to provide cover for short term absences.
2. To enable the more effective use of supply cover. To minimise the disruption caused by teacher absence on the continuity of the education of the students.
3. To support staff with clerical/technical skills.
4. Responsible to the Headteacher via the Cover Manager.
5. To work under the direction of the class teacher when supervising lessons.
6. Under the professional direction of the teacher to implement set work, monitor students and report on progress and any other relevant issues usually in the following circumstances:
  - Short term sickness
  - Professional development
  - Performance management
  - Pupil/parents meetings
  - Other agreed absences
7. To provide support and assistance to teaching staff in exam supervision.
8. To supervise students on a support basis who are in formal isolation.
9. Under the discretion of the Visit Leader to accompany groups of students on school visits and to ensure health and safety of those students.
10. To assist where necessary in departments with technician and/or administrative duties and lunchtime duties.
11. To manage the deployment of cover for one day each week.
12. In the event of a longer-term absence, to upgrade to the post of instructor.

## ADDITIONAL DUTIES

1. This job description sets out the major duties associated with this post. It is assumed that other duties of a similar level/nature undertaken within the team are not excluded simply because they are not itemised.
2. Duties of the post could vary from time to time as a result of new legislation, changes in technology or policy; in this event appropriate training will be provided.

The post holder will always refer matters of a contentious or discretionary nature to the Line-Manager.



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## PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Educated to GCSE Maths and English C grade or NVQ 3 or equivalent</li><li>• Competent with ICT</li><li>• Ability to work under the direction of a number of different people</li><li>• Ability to communicate with a wide range of students and staff</li><li>• The ability to self-evaluate professional development needs</li><li>• Must be team orientated and aim to work to support colleagues</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a support capacity in a school or experience of working with young people in a learning environment</li><li>• Knowledge of school structures and procedures</li><li>• Full working knowledge of school policies on child protection, health and safety, confidentiality, student behaviour, GDPR, equal opportunities</li><li>• To gain the skills and confidence to be able to supervise groups of young people</li><li>• Ability to work in a changing environment and to be open to new ideas</li><li>• Ability to encourage students in their learning using pre-set material</li><li>• First Aid trained</li></ul>

*Job description updated: January 2018*



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