

JOB DESCRIPTION

School	LITTLE LEVER SCHOOL
Job Title	COVER SUPERVISOR
Hours	33.33 HOURS PER WEEK (TERM TIME PLUS 5 DAYS)
Grade	GRADE F SCP (17 – 23) ACTUAL ANNUAL SALARY (£24,719 – 27,438)
Primary Purpose of the Job	• To teach cover lessons with and supervise individuals and groups of children under the direction/instruction of teaching staff • To contribute to the planning of lessons & resources that will support students' learning • To support and reinforce classroom management, behaviour techniques and lesson protocols, through adhering to the Behaviour for Learning policy • To provide efficient and comprehensive administrative support to allocated departments depending on cover requirements. • Support other activities relating to the supervision of students, e.g. general supervision during breaks, attendance on school trips and educational visits
Responsible to	Office Manager / Business Manager
Principal Responsibilities	Provide support for the student, teacher, curriculum and the school
Main Duties	
SUPPORT FOR THE STUDENTS • To plan and teach under the guidance of teaching and senior staff including: • Registration of the class on SIMS lesson monitor • Communicating set work to the students • Supervising the completion of the work during the lesson and collection at the end of the lesson • Managing behaviour of students whilst in class in accordance with school policy • Responding to queries and concerns regarding the task set • Reporting back to the teacher on progress, issues and difficulties • Assess the educational needs of students and adapt teaching methods to support student Teaching and Learning	

- Develop and implement individual and group learning plans, using a variety of delivery methods to stimulate individual learning
- Provide feedback to students in relation to progress and achievement
- Establish productive working relationships with all students, acting as a role model and setting high expectations
- To ensure that RWCM is encouraged in the teaching and learning experience of students
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Encourage students to interact with others and engage in activities led by the teacher
- To ensure a high quality learning experience for students which meets internal and external quality standards
- Promote inclusion and acceptance of all students

SUPPORT FOR THE TEACHER

- Production of lesson plans, worksheets, learning objectives within agreed system of supervision
- Effectively contribute to the selection and preparation of teaching resources that meet the diversity of students' needs and interests
- Use teaching and learning objectives to plan challenging targets and to evaluate and adjust lesson/work plans as appropriate within agreed systems of supervision
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Support the role of parents' in their child's learning and contribute to meetings with parents to provide constructive feedback on student progress/achievement etc.
- Provide objective and accurate feedback and reports as required to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records in agreed format with the teacher, contributing to reviews of systems/records as requested
- Invigilate exams and tests as appropriate
- Establish a clear framework for student discipline, anticipate and manage student behaviour constructively, promoting self-control and independence in line with established school policy

SUPPORT FOR THE CURRICULUM

- Deliver learning activities/programmes, adjusting activities according to student learning styles and individual needs within agreed system of supervision
- Use ICT effectively in learning activities, the preparation of resources and to develop students' competence and independence in its use
- Assist students to access learning activities through specialist support in specific curriculum areas
- Select and prepare required resources to lead learning activities, taking account of students' interest, language and cultural backgrounds

- Advise on appropriate deployment and use of specialist aid/resources/equipment

SUPPORT FOR THE SCHOOL

- To work closely with the class teacher and any external professionals as appropriate, to deliver any special programme designed for the student(s) and to undertake such training as necessary
- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims, objectives and improvement plans
- Attend and participate in regular meetings as required
- Participate in the school's CPD programme and other learning activities and personal development, as requires
- Establish own best practice and lead specialist area and use to support others
- Assist with the planning of opportunities for students to learn in out-of-school contexts, according to school policies and procedures and within working hours
- Contribute to the identification and execution of appropriate out of learning activities, which consolidate and extend in school activities
- To accompany students on school visits, trips and out of school activities, as required
- To work with class teachers and SLT to design and produce display boards
- Support of ad hoc educational initiatives
- Support the allocated Subjects' administrative work
- Supporting the learning of students in all aspects of the allocated Subjects
- Supporting in the production and delivery of appropriate learning materials in the allocated Subjects
- To supervise students inside and outside the building at both morning break and lunchtime

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Date Job Description prepared/updated	September 2026
Job Description prepared by	HR Lead