



ST. GEORGE'S C of E FOUNDATION SCHOOL

JOB DESCRIPTION

JOB TITLE:	Cover Supervisor
GRADE:	Kent Scheme D
ACCOUNTABLE TO:	Interim Deputy Headteacher (Quality of Education)
JOB PURPOSE:	To cover the absence of Teaching Staff
DIRECTLY RESPONSIBLE TO THE POSTHOLDER:	Not applicable.
TEAM LEADER TO: (Performance Management)	Not applicable.
KEY ACCOUNTABILITIES:	

All staff at St George's C of E Foundation School are deemed to be engaged in regulated activity and thus are expected to actively support and promote the vision and values of the school including being committed to safeguarding and promoting the welfare of children.

Job Purpose:

To supervise and manage groups of students in the absence of their regular teacher, ensuring a positive and productive learning environment. Cover Supervisors are expected to ensure that students follow instructions, complete tasks, and adhere to the school's behaviour policies.

Key Responsibilities:

- 1. Supervision of Students:**
 - Ensure that students follow the teacher's instructions and complete the assigned work.
 - Supervise students during lessons, ensuring they remain engaged and on task.
 - Manage student behaviour in accordance with the school's behaviour policies and report any issues to senior staff.
- 2. Classroom Management:**
 - Maintain discipline and ensure that the classroom is a positive environment for learning.
 - Use strategies to handle challenging behaviour and de-escalate potential conflicts.
 - Ensure that students respect school rules, including punctuality, uniform, and conduct.
- 3. Support for Learning:**
 - Assist students with tasks as needed, offering support where possible.
 - Provide clarification on lesson materials when necessary.
 - Monitor and encourage student participation in class activities.

4. Communication with Staff:

- Report any issues or concerns regarding student behaviour, attendance, or work to the relevant teaching staff or senior leadership.
- Follow up with absent teachers to ensure that the lesson plan is understood and implemented.
- Provide feedback to teachers about student progress or difficulties during their absence.

5. Administrative Duties:

- Take the register and report student attendance.
- Ensure all health and safety guidelines are followed in the classroom.
- Complete any necessary paperwork or documentation related to the lesson or student behaviour.

6. Additional Duties:

- Invigilate both internal and external examinations, when required.
- May be asked to cover staff on medium term absence for continuity.

This job description will be reviewed annually by the Postholder and the Assistant Headteacher as part of the School's Performance Management Cycle.

September 2025
Updated July 2026



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PERSON SPECIFICATION

A good level of education to include English and Mathematics at Level 2 of the National Qualifications Framework.

Previous, sustained experience of work in an educational environment.

The ability to work with and motivate sometimes challenging young people - patience, humour and adaptability are needed.

An awareness of equal opportunities in practice and of inclusion.

Good interpersonal skills.

Good organisational skills.

An ICT ability with common ICT tools.

The ability to provide a safe and structured environment for all pupils.

A good attendance record.

A good role model.