



## Senior Cover Supervisor

Salary / grade range	SCP 19-22 £27,286 - £28,680 Term time only plus 5 days (40 weeks).  Please note that from September 2025, Co-op Academy Leeds will be operating a 38 week school year and a Monday will run until 4pm.
Location	Co-op Academy Leeds
Reports to	Assistant Headteacher / Deputy Headteacher

### Purpose of role:

To provide consistency and allow for continuity through the curriculum for students whilst their classroom teacher is absent.

### Key accountabilities (and specific duties / responsibilities):

- To cover for short-term or unplanned absence of a teacher by taking registration, supervising and delivering lessons. In all cases class work will be set by the 'absent' colleague or the appropriate curriculum leader or will be based on our Academy Phase Planners.
- To lead the running of the communal cover area and direct support staff as necessary in this area.
- To provide feedback to teachers and leaders about the quality of cover work provided.
- To support the Assistant Headteacher in leading the cover strategy across school, including the training and development of the other three cover supervisors; to manage the cover supervisors in the absence of the Assistant Headteacher.
- To use specialist skills/training to support students' learning
- To establish productive working relationships with students, acting as a role model and setting high expectations
- To manage student behaviour in line with academy policies, ensuring learning continues to take place
- To promote the inclusion and acceptance of all students within the classroom
- To support students consistently whilst recognising and responding to individual needs
- To encourage students to interact and work cooperatively with others and engage all students in activities
- To promote independence and employ strategies to recognise and reward achievement
- To maintain accurate attendance and behaviour records of students in cover lessons and provide in class motivation, feedback and guidance to students,
- To establish an appropriate learning environment



- To have an understanding of how to adjust lessons for students with additional needs.
- To monitor and evaluate student responses to learning activities
- To 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
- To be responsible for keeping and updating records as agreed with the teacher contributing to reviews of systems/records as requested
- To undertake marking of students' work using established assessment frameworks provided by teaching colleagues.
- To promote positive values, attitude and good student behaviour dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To liaise sensitively and effectively with parents/carers as agreed with the teacher within the cover supervisor role.
- To participate in feedback sessions or meetings with parents/carers as directed by the teacher.
- To administer and invigilate exams and tests
- To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop
- To provide general clerical admin support, administer course work, produce worksheets for agreed activities
- To implement agreed learning activities and programmes adjusting activities according to student response or need
- To implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- To support the use of ICT in learning activities and develop students' competence and independence in its use

## **General**

- To contribute to the smooth operation of the Academy through the duty system
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.

## **Health and Safety**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety and Welfare

## **Continuing Professional Development**

- Undertake any necessary professional development as identified in the Academy Development Plan taking full advantage of any relevant training and development available
- Undergo appropriate training in order to develop skills for the post
- This job description will be reviewed as appropriate and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to



the post holder's professional responsibilities and duties.

## Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>GCSE or equivalent in Maths and English at Grade 4 or equivalent</li> <li>Relevant level 4 and degree qualifications.</li> <li>Evidence of CPD</li> </ul>	Desirable Desirable	A
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working with young people</li> <li>3 years experience as a Cover Supervisor or Teacher</li> <li>Working in a school environment</li> </ul>	Desirable	A, I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>General understanding of secondary education</li> <li>An understanding of the role played by adults in safeguarding young people</li> <li>Understanding of the National Curriculum</li> <li>An understanding of how children learn</li> <li>Excellent organisational &amp; administrative skills</li> <li>Excellent oral and written communication skills</li> <li>Able to build positive working relationships with young people</li> <li>Excellent ICT skills</li> <li>Accuracy and attention to detail</li> <li>An ability to communicate effectively with the full range of stakeholders</li> <li>Excellent presentation skills</li> <li>Sensitivity to the varying needs of young people</li> </ul>	Desirable Desirable	A, I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Flexibility and adaptability</li> <li>Ability to use initiative</li> </ul>		I



<ul style="list-style-type: none"><li>• Good team member</li><li>• Ability to set and maintain standards as a role model for students</li><li>• Willingness to participate in the wider life of the school</li><li>• A commitment to personal professional development</li><li>• Strong educational principles, centred on total inclusion and equality</li><li>• High levels of emotional intelligence, honesty and professional integrity</li><li>• Commitment to the safeguarding of children and young people.</li></ul>		
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This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.