



# The Royal Liberty School

*'Where boys are ambitious, where boys succeed'*

Head Teacher: Mr L Raftery BSc (Hons), MA, NPQH

## Job Description

**Job Title: Cover Supervisor**  
**Scale: 4 point 7 - 10**  
**Report to Assistant Headteacher**

### Job Purpose and Context

The role is to manage individuals, groups or whole classes. They will cover/supervise classes without the presence of a teacher where there is any planned or unplanned absence by teachers within the school.

The role will give the successful candidate experience of:

- a wide range of teaching and learning strategies.
- effective classroom and behaviour management strategies.
- a broader understanding of day-to-day life in a school.

The cover supervisor will not be responsible for any lesson planning, preparation of materials or resources. They are not responsible for evaluation or assessment of lessons or students.

The cover supervisor may also be required to cover the school's internal exclusion room.

### Principal Duties and Accountabilities

- Cover/Supervise classes at short notice in the absence of a teacher for either planned or unplanned absence.
- Supervise detentions and/or in school sessions where students may have been removed from classes.
- Invigilate and supervise school examinations, tests and assessments.
- Supervise pupils on or off school premises in the context of trips, visits, concerts, assemblies and contribute to the planning of such events.
- Manage pupils' behaviour and discipline in accordance with school policies and procedures of the school and report back to appropriate staff regarding student behaviour and discipline.
- Describe and explain learning activities, answering queries, giving direction and assisting with differentiated tasks and materials.
- Complete registers and/or use the school's attendance recording systems.
- Provide feedback either orally or in writing to teachers responsible for the activity that has been covered.
- Support students with the use of ICT.
- Participate in relevant training and development sessions.
- Work within the values, culture and ethos, equality and diversity of the school.
- Ensure compliance with Health and Safety law and school procedures.

Upper Brentwood Road  
Gidea Park Essex RM2 6HJ

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The schools expect their employees to work flexibly within the framework of the duties and responsibilities specified above. This means the postholder may be expected to carry out duties that are not specified within the job description at the discretion of the Line Manager.

Schools are subject to many policies and procedures. The postholder will be expected to familiarise themselves with these policies.

The postholder will be part of a team and be expected to work collaboratively and support the team to deliver goals.

The school will support the postholder with any future applications; especially with regards to applying for teacher training.

The Royal Liberty is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.



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Skills and Abilities	Essential	Desirable	How Assessed Application(A) Interview(I) Test(T)
The ability to work effectively and efficiently as part of a team of professionals	x		A,I
The ability to communicate effectively both in person and in writing	x		A,I,T
The ability to manage, supervise and direct activities for students	x		A,I
Ability to support the use of IT software programmes used in the school	x		A,I,T
Ability to deploy a range of strategies and techniques that promote positive behaviours and maintain order discipline	x		A,I
Understand how young people learn		x	A,I
Understand how ICT can be used effectively to enable students to learn		x	A,I,T
Have knowledge of Health and Safety in the workplace and individual responsibility for safe practice	x		I,A
Understand the importance of Equality and Diversity in the workplace	x		I,A
Knowledge of Safeguarding and Child Protection ensuring that a school is a safe environment for students	x		I,A
GCSE grade C or equivalent in both English and Maths or have competent literacy and numeracy skills	x		A,T
Experience of working with young people in a voluntary or paid capacity		x	A
NVQ3 in Teaching Assistance or equivalent qualification		x	A

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