



Christ the King College

## **JOB DESCRIPTION: Cover Supervisor**

- Date:** June 2026
- Reporting to:** LRC/Library & Curriculum Support Coordinator/  
Learning Support Manager/Team Leader
- Responsible for:** None
- Salary:** NJC Scale 5, Point 12 to 17
- Working Conditions:** 32.5 hours per week/ term time plus 5 days
- Normal Working hours:**  
8.30am to 3.30pm, Monday to Friday  
(this includes 30 minutes unpaid break)

### Main Purpose of the Job

To provide support and assistance with lesson preparation and the learning process within a designated subject area/directorate.

To provide cover for absent teachers, supervising the students and ensuring meaningful and purposeful learning takes place to ensure students' progress.

### Main Responsibilities

#### **Key Responsibilities:**

- Provide cover supervision for short-term teacher absence.
- Deliver lessons appropriate to the age and ability of the students to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the teacher or relevant Head of Department
- Manage the classroom and teaching equipment to create a positive learning environment which makes effective use of the available resources
- Implement the College's policies with regard to registration, student absence, dress code, and behaviour management
- Facilitate the general progress and well-being of any individual student within any group of students assigned to her/him, providing guidance and advice to students on educational and social matters
- Provide classroom assistance and support for individual student needs if necessary
- Assess, record and report on the development, progress and attainment of the students assigned to her/him, within the College guidelines as appropriate
- Work closely with the relevant Head of Subject to provide support and assistance for the designated subject areas
- Work with the relevant Head of Subject to prepare a bank of materials available for cover lessons for unforeseeable absences
- Provide support in respect of preparation of resources and classroom support within designated subject areas; including reprographics and general administrative tasks



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- In consultation with the Heads of Departments and in accordance with the schemes of work, plan, deliver and review lessons which are appropriate to the age and ability of the students, so as to facilitate progression in students' learning
- When covering the absence of a Form Tutor, fulfil the duties and responsibilities defined in the Form Tutor's job description
- Assist with exam invigilation under the direction and supervision of the Exams Officer as appropriate
- Assist with the supervision of students in detention
- Contribute to appropriate extra-curricular provision
- Accompany College trips and visits as appropriate

### **General Responsibilities/Organisational Effectiveness**

- To work at all times in accordance with the mission, ethos and values of the College.
- To understand and adhere to College policies and procedures.
- To have knowledge of and act in accordance with Health and Safety, Safeguarding and Child Protection policies and procedures.
- To pursue personal and professional development required for the effective performance of the role.
- To set a good example in terms of personal presentation, attendance/punctuality and professional conduct to act as a role model to other staff and students.
- To always maintain confidentiality and discretion
- To attend meetings and other College events as appropriate
- To work as part of the College's support staff team and to provide support to and back-up cover for other team members as appropriate
- To assist with break and lunchtime supervision of students as required
- To act as First Aider as appropriate (willingness to train as First Aider)

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The postholder may also have to carry out other duties as may be necessary from time to time as directed by the Line Manager or Headteacher, within the remit and skill set required for this post.