



QUEEN'S

JOB DESCRIPTION

Job Title:	Cover Supervisor
Hours:	Term Time Only, Mon-Fri 8:30am-5:30pm (35 hrs a week) This role could be split between two part-time applicants.
Status:	Permanent
Salary:	FLW £13.45 an hour

Responsible to: Deputy Head (Academic)

Functional links with: All members of the teaching staff, PLT, SLT, administrative staff

Job Purpose:

- Provide a purposeful learning environment to classes whose teacher is absent in the short term.
- Cover lunch and break time duties as per the timetable.

Main Duties:

- To deliver pre-planned cover lessons when a teacher is absent, providing a calm and purposeful environment and actively supporting the pupils with the cover work set.
- Provide brief written feedback to the absent teacher (or HoF as appropriate) about how the lesson went and where pupils might have had difficulties.
- Be the member of staff on duty (for a given year group) in some break and/or lunchtimes as per the timetable.
- Supervise 'prep' sessions in the co-curricular sessions, as per the timetable.
- Be based in the academic office and undertake ad-hoc administrative duties during periods when there is no lesson cover required.
- Maintain good relationships with staff and pupils and establish high expectations in regards to pupils' behaviour for learning.
- Use the school's systems for recording attendance, praise and rewards, behaviour management and safeguarding.
- Keep abreast of pupils' learning needs by being familiar with management information relating to SEND, EAL and the strategies designed to support them.

Child Protection and Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2026).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the College is subject.

July 2026

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification – Cover Supervisor

Qualifications/experience

- Experience working with children, ideally in a school.

Knowledge

- Knowledge of effective pastoral care and safeguarding and child protection issues.

Skills and Abilities

- Strong communication and interpersonal skills.
- Strong IT skills.
- Strong organisational and administrative skills.
- Ability to create and maintain strong, supportive relationships with staff and pupils.

Personal/professional qualities

- Ability to work in a way that promotes the safety and wellbeing of children and young people.
- Flexible and resourceful.
- High expectations of pupils
- Aspirational and empathetic; has a genuine belief in the potential of every pupil.
- Calm and confident
- Enjoys working with young people
- Good problem-solver, willing to learn and to go the extra mile.