



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



**Cover Supervisor  
Recruitment Pack  
Fixed Term upto (31.08.2025)**



# JOB DESCRIPTION

**JOB TITLE:** Cover Supervisor

**RESPONSIBLE TO:** Principal

**RESPONSIBLE FOR:** Lesson Cover

**LINE MANAGEMENT:**

**HOURS:** Full-time - Term time only

**SALARY:** NJC Scale 4 Point 7-11 – FTE £30,987-£32,817 (actual pro rata £26,199.56 - £27,746.83)

Starting salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** Pimlico Primary, Lupus Street, London, SW1V 3AT.

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Salary sacrifice childcare

**PROBATION PERIOD:** The post holder will be required to complete a 6 month probation period

---

## PURPOSE OF THE ROLE

The Cover Supervisor will ensure that lessons and other staff functions are covered efficiently and effectively when staff are absent; providing cover supervision and the facilitation of learning by supervising students for absent teaching staff, and undertaking non-teaching duties during non-cover lessons. Main duties of the role will include but are not limited to:

To organize cover for staff absences efficiently and effectively in time for lessons and registration, using the most cost effective form of cover where possible.

- To liaise with absent staff, HOD, Cover Supervisors and Supply Staff in order to provide effective cover.

- To ensure absent staff have set appropriate cover work for students prior to their absence. Responsible for the selection and induction of supply staff and ensuring safeguarding checks are completed before anyone works in the Academy.
  - Use the Academy's MIS system to create a staff rota to cover lessons and registrations ensuring that those rotas are used fairly and according to Academy policy.
  - To cover lessons for teaching staff who are absent or otherwise occupied. Establish productive working relationships with students, acting as a role model and setting high expectations.
  - Organising temporary staffing when the Academy has been unable to fill a teaching post liaising with the Principal and HR Manager as necessary.
  - To communicate and adapt as necessary work for students as set out by the classroom teacher and effectively manage classroom organisation, actively supporting students in the learning environment.
  - To encourage good behaviour, ensure a purposeful working atmosphere in the classroom and motivate students to finish tasks. Setting and seeing through the application of sanctions as and when necessary.
  - To communicate with teaching staff on a regular basis e.g. general positives/negatives of class taken, quality or work set for cover, any other issues which may have arisen such as incidents of poor behaviour/non-compliance.
  - To provide technical and administrative support for the academic and pastoral systems of the academy, including the inputting of performance and assessment data.
  - To support teachers in more difficult, challenging classes whenever possible.
  - To take registration for form groups.
- 

#### **MAIN RESPONSIBILITIES AND TASKS**

- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy.
- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on continuous professional development.
- To observe and promote Equalities across the Trust.
- To be responsive to Academy/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions.
- To carry out any other duties appropriate to the post as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the potholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSEs, including math and English at Grade 4 or above (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Degree (minimum 2:2)</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Excellent written and verbal communication</li> <li>Committed to establishing and improving good student behaviour, recognising the need to escalate.</li> </ul>	<ul style="list-style-type: none"> <li>Experienced in delivering lessons</li> <li>Experienced in improving student behaviours.</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>Highly organised and adaptable, responding to changing requirements.</li> <li>Strong team player and self-motivated</li> </ul>	
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	<ul style="list-style-type: none"> <li>The ability to remain discreet when privy to confidential information</li> <li>Commitment to safeguarding and promoting the welfare of children and young people</li> <li>Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>Willingness to undertake further training</li> <li>Have a willingness to demonstrate commitment to the Future Academies values and behaviours.</li> <li>Committed to Equality, Diversity &amp; Inclusion</li> </ul>	

## APPLICATION PROCESS

### 1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **Wednesday 12 February, 2025**. Applications after this date will not be considered.

### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

The successful candidate will take up the post as soon as possible.

### 5. Additional information

For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.