# NEW MILLS SCHOOL

**JOB DESCRIPTION**

**Job Title:**  Team Leader (Cover Supervision)

**Grade/Scale:**  G9, PP 16-19

**Job ID:**

**Hours/FTE:**  35 hours per week, Term Time only

**Responsible to:**  School Business Manager

Main Purpose of the Job:

To lead the school’s cover provision and supervise lessons during staff absence to ensure learning continues effectively. The post holder will line manage the cover supervisor team, oversee the administration of cover, and coordinate the resourcing of the Internal Exclusion Room. In addition, they will support key aspects of whole-school operations such as assessment events, and school displays.

**Main Duties and Responsibilities:**

**COVER SUPERVISION**

* Supervise classes across the curriculum during teacher absence, ensuring a calm, safe, and productive learning environment.
* Deliver pre-prepared work and liaise with subject leaders to ensure cover materials meet student needs.
* During longer-term teacher absences, work in a specialist area to plan, deliver, and assess lessons with teacher/department guidance.
* Provide in-class support to students, particularly those with SEND or additional needs, in accordance with their support plans.
* Promote and maintain high standards of behaviour in line with the school’s Ready to Learn policy.
* Provide feedback to students on learning outcomes, where appropriate.
* Support and deputise for the Office Manager in relation to the administration of cover, printing out cover work and liaising with supply agencies as necessary
* Cover Reception during lunchtimes and during other absences of the Receptionist, subject to other demands of the role
* Supervise students during break and lunch times as required
* Be a trained First Aider
* Being a member of the duty staff as directed

**Leadership & Line Management**

* Line manage the cover supervisor(s), ensuring high standards of classroom supervision, behaviour management, and administrative reliability.
* Assist the office Manager to coordinate daily cover deployment to ensure effective staff absence cover.
* Liaise with supply agencies as required, and monitor supply staff quality and feedback.

**Internal Exclusion & Resource Management**

* Oversee the Internal Exclusion Room, ensuring it is equipped with appropriate learning materials (physical and digital) and operates in line with school policy.
* Collaborate with curriculum leads to ensure relevant work is provided for students in the exclusion room.
* Coordinating the setting of learning for students who are out of school for a fixed period of time
* Administration & Whole-School Support
* Assist with the administration of school-wide events, including testing weeks, parent evenings, and rewards events.
* Maintain a bank of high-quality generic cover resources in collaboration with Heads of Faculty and cover colleagues.
* Coordinate and maintain the school’s display boards, including stocktaking and replenishing of materials.

**Pastoral & Behavioural Support**

* Build positive relationships with students to support their behaviour, motivation, and aspirations.
* Provide pastoral care as needed, including supervision during break and lunchtimes.
* Be a visible presence around the site as part of the duty rota and respond to incidents promptly.

**General Responsibilities**

* To perform duties and attend meetings as reasonably required.
* To participate in the school's performance management scheme.
* To undergo in-service training or other form of training for any aspect of the role, where required include regular safeguarding training.
* To comply with the school’s Health and Safety policy and contribute to risk assessments as appropriate.
* To observe and implement current school policies and good practice.
* Contribute to the overall ethos, vision and aims of the school and to abide with our school values to **think big, do the right thing** and to work collaboratively demonstrating **team spirit**
* To carry out such particular duties as the Headteacher may reasonably direct from time to time.

**Note:** This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.

Post holder’s signature:

Post holder’s name:

Date: