



Job Description

Cover Supervisor

School: Thornden

Salary: Grade D £27,779 - £30,563 FTE (Actual £17,735.16 - £19,512.60)

Hours: 27.5 per week – Monday to Friday 08:30 to 15:00 (part hours will also be considered for the right candidate)

Contract: Permanent, Part-Time

Working weeks per year: 39

Responsible to: Assistant Headteacher

Start Date: April 2026

Principle Responsibilities

- To cover whole classes in the short term absence of a class teacher
- To feedback to the relevant teacher or Head of Department
- To liaise with Heads of Department or staff leading on cover, to support the students in the class of the absent teacher

Primary Roles

- To work with the cover manager to ensure that classes are covered and students are on task during this time.
- To ensure that the school behaviour and rewards policy is adhered to and any actions recorded.
- To support other colleagues, where required, particularly with regards to covering classes.
- To be aware of and comply with policies and procedures including those relating to child protection, health & safety and security & confidentiality.
- To undertake other duties as required by the SIMS Manager or SLT, commensurate with the grade of the post, if there are no cover requirements.

Other

- To undertake all training as required
- To promote and ensure the health and safety of students, staff and visitors at all times
- Work co-operatively with others towards shared goals.
- To play a full role in school life, to support the ethos of the school and of the HISP Multi Academy Trust, and to encourage all students to follow this example.

For the avoidance of doubt, this is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

Thornden is an accredited ITT (Initial Teacher Training) School, which is the perfect route to get started in your teacher's career. More information can be found on our website www.thornden.hants.sch.uk

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children's Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust's pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.