



Ark St Alban's Academy

Cover Supervisor

Location: Highgate, Birmingham

Salary: Ark Support Staff Grade 7, £29,540 – £35,412 (actual salary £28,231 - £33,843)

Contract: Fixed Term until 31 December 2026

Working hours: Annualised 40 hours per week, term time only (08:00 – 16:30, Mon – Fri)

Start date: Flexible for the right candidate

Closing date: Friday 30 October 2026

Our school is seeking an enthusiastic and confident team player to join our team and to make sure that pupils continue to learn even when the availability of their teachers is disrupted.

About the role:

We are looking for a confident, organised and enthusiastic Cover Supervisor to help maintain high-quality learning when teachers are absent. You will supervise classes across different subjects and year groups, communicate and oversee work set by teachers, and create a calm, safe and purposeful classroom environment.

You will keep pupils focused and motivated, promote positive behaviour and inclusion, collect completed work and liaise with teaching and curriculum staff. When cover is not required, you may support small-group interventions, pastoral duties, detentions, trips and administrative tasks across the school.

The successful candidate will have strong communication, literacy, numeracy and organisational skills, experience of working with young people, and the ability to establish positive relationships and high expectations.

You will be resilient, reliable and flexible, with a genuine belief in the potential of every pupil and a clear commitment to safeguarding. We provide regular training in classroom management and opportunities to develop your experience across our administration and pastoral teams. For those considering a career in teaching, the role also offers access to training and future opportunities within Ark St Alban's Academy and the wider Ark network.

Job Description: Cover Supervisor

The Role

To support the continued and orderly provision of education in the school by providing a continued education to our pupils whenever the availability of their teachers is disrupted.

Key Responsibilities

Providing a continuity of education

- Communicate, distribute and supervise work that has been set by the teacher
- Manage the behaviour of pupils whilst they work to ensure a constructive environment
- Collect any completed work after the lesson and return it to the appropriate teacher
- Liaise with curriculum leaders to provide support for departments when cover is not required, or cover or lead small-group interventions as required
- Organise detention duty and supervise detentions and other duties as required
- Make appropriate use of equipment and resources, including ICT
- Act as a role model and set high expectations of conduct and behaviour
- Promote positive values, attitudes and good behaviour, deal promptly with incidents in line with school policy and encourage students to take responsibility for their behaviour
- Promote the inclusion of all pupils within the classroom, being aware of and supporting difference, to ensure all pupils have equal access to opportunities to learn and develop

Support for the school

- Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care
- Undertake first aid training and be a recognised provider or first aid in the school if required
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany teachers and pupils on trips and out of school activities as required within contracted hours, taking responsibility for pupils under the supervision of the teacher

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark network data protection rules and procedures
- Liaise with colleagues and external contacts at all levels with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.



Person Specification: Cover Supervisor

Qualifications

- Right to work in UK
- GCSE Maths and English (Grade C) or equivalent
- Educated to degree level, desirable
- First aid training/qualification, desirable

Knowledge, Skills and Experience

- Good numeracy and literacy skills
- Good organisation skills and a flexible attitude towards work
- Good communication and interpersonal skills, enabling the effective building of relationships
- High level of proficiency with Microsoft Office
- Experience of working with young people
- Good understanding of child/young people's development and learning processes, desirable
- Working knowledge of relevant policies and legislation. e.g. child protection, desirable
- Understanding of classroom roles and responsibilities
- Able to supervise students and establish a constructive and safe learning environment
- Able to help implement the necessary routines to establish good behaviour

Personal Characteristics

- Genuine passion and a belief in the potential of every pupil
- Resilience, ability to adapt to change and work successfully in a team
- Helpful, positive, patient and caring nature
- Be reliable, punctual and well-presented
- Positive commitment to student achievement and staff development
- Able to take direction, make good judgments and take initiative when required
- Deep commitment to Ark's mission of providing an excellent education to every student, regardless of their background

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.