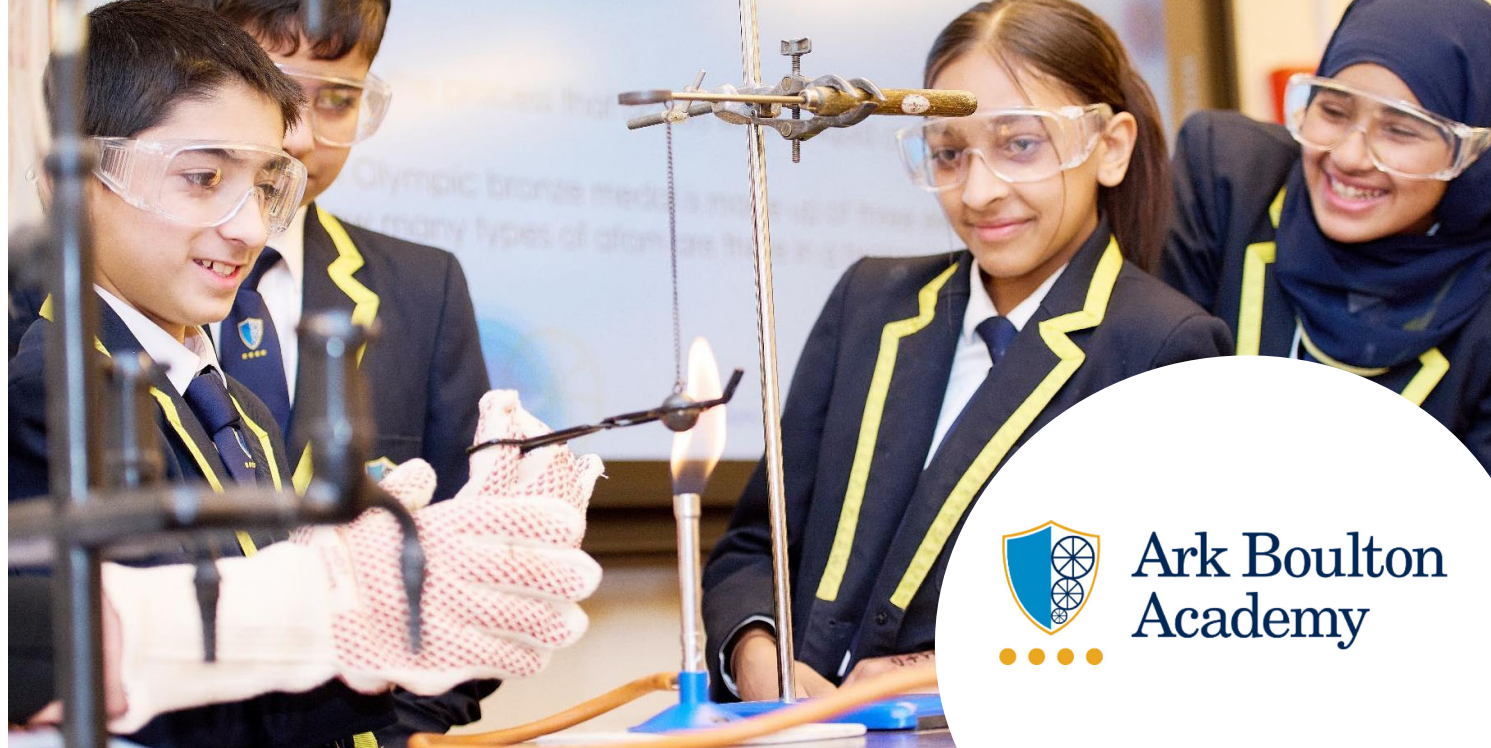




**Ark Boulton
Academy**

Cover Supervisor

Reporting to:	Assistant Principal
Start Date:	ASAP
Location:	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
Contract:	Permanent
Working Hours:	Full-time (36 hours per week), Term-time only
Salary:	Grade 7 points 14 – 24 (£29,540 – 35,412 p/a) Pro-rata (£25,409 - £30,460 p/a)
Closing Date:	Tuesday 1 st September 2026

As our Cover Supervisor, you will supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and that all pupils are kept on task. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

The successful candidate will:

- deliver engaging pre-planned lessons where required, whilst establishing a constructive, safe and ordered learning atmosphere
- manage the behaviour of pupils whilst they work to ensure a constructive environment
- 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

Key Responsibilities

- Communicate, distribute and supervise work that has been set by the teacher



Respect



Curiosity



Perseverance

- 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
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Organise detention duty and supervise detentions as required
- Ensure pastoral support is targeted through hotspot timetables
- 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
- To support the Assistant Principal when managing and organising cover for absent staff both teaching and non-teaching
- To support the Assistant Principal to organise the appropriate deployment of teachers, supply staff and cover supervisors to cover absences and emergencies within the school day
- To support the Assistant Principal in producing a daily cover sheet, using the MIS and updated as required, to relevant areas and staff
- To support the Assistant Principal in updating cover as necessary when emergencies occur
- Liaise with Heads of subject to provide support for the department when cover is not required
- To assist in the evaluation of the impact of covered lessons on pupils and throughout the school
- To assist in the creation and maintenance of curriculum resources and creation of visual displays in order to ensure a relevant physical learning environment
- Make appropriate use of equipment and resources, including ICT
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser

Other

- Act as a role model and set high expectations of conduct and behaviour
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority 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



Qualifications

- Educated to degree level (desirable)
- GCSE Maths and English Grade C or above (or equivalent)
- NVQ 3 in Supporting Teaching and Learning (or equivalent)
- Specialist subject knowledge (desirable)

Knowledge, Skills and Experience

- Experience working with students in a formal setting without immediate supervision
- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience in a classroom role including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Understanding of strategies for teaching and learning
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- 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 its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).