

Job Description — Cover Supervisor

In Toto Ed London

Post	Cover Supervisor
Provision	In Toto Ed London
Reports to	Assistant Head
Salary	£29,338
Hours	Monday to Friday, 08:30 – 16:30, term time only plus 5 INSET days
Contract	Permanent
Start date	As soon as possible
Safeguarding	This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an Enhanced DBS check with children's barred list check, satisfactory references and full pre-employment safer recruitment checks.

Purpose of the role

In Toto Ed is a specialist provision supporting students with special educational needs and disabilities, all of whom have an Education, Health and Care Plan. Many of our students have had disrupted or difficult experiences of education before joining us, and consistency of adults, routine and relationships matters a great deal to them.

The Cover Supervisor plays a central part in that consistency. The postholder supervises classes during the planned and unplanned absence of teaching staff, ensuring that students continue to work purposefully on pre-set tasks in a calm and supportive environment. Alongside this, the postholder carries a defined pastoral role — supporting students at unstructured times, working as a key adult for named students, and supporting reintegration following absence or dysregulation.

This is not a teaching post: the postholder supervises work set by a teacher rather than planning, delivering or assessing the curriculum. It is, however, a role of real influence on the day-to-day experience of our students.

Responsibilities

Cover supervision

- Supervise classes of no more than 8 students and small groups during the short-term planned and unplanned absence of teaching staff, across the age and ability range of the provision.
- Ensure students access and engage with the work set by the class teacher, clarifying instructions and prompting students who are unsure how to begin.
- Respond to students' questions about the task and support them to work independently, without taking on the role of teaching new subject content.
- Where work has not been set, or is unsuitable or insufficient, use agreed department or whole-school cover resources and notify the relevant curriculum lead.
- Collect, review and pass on completed work to the class teacher, together with a brief written record of what was covered, who engaged and any concerns arising.
- Support the delivery of externally set or online learning where a student is following a programme not taught in-house.
- Be prepared to supervise practical, creative and off-timetable sessions within the limits of the relevant risk assessments, and to invigilate internal and external examinations following Joint Council for Qualifications regulations and In Toto Ed procedures.

Behaviour, engagement and classroom environment

- Communicate clear, consistent expectations for behaviour, in line with the In Toto Ed behaviour policy, and maintain good order in the classroom and around the building.
- Apply agreed de-escalation approaches and individual behaviour or regulation plans, adapting your approach to the needs of the individual student.
- Recognise early signs of dysregulation, anxiety or distress and respond proportionately, seeking support from the SENCo, pastoral team or senior leadership where needed.
- Report behaviour incidents promptly and accurately using In Toto Ed's recording systems.
- Promote a calm, purposeful and respectful atmosphere in which every student's dignity is maintained.
- Help to maintain a tidy, organised and welcoming environment throughout In Toto Ed, including the use and storage of books, equipment and teaching materials.

Pastoral

- Act as a key adult for a named group of students, building trusted, professional relationships and providing a consistent point of contact within the school day.
- Undertake break, lunchtime and transition duties, supervising students at unstructured times and supporting positive social interaction.
- Support students arriving late, returning from absence or re-entering lessons following a period of dysregulation, helping them settle back into learning.
- Support the morning welcome, registration and end-of-day routines, including supervision of students awaiting transport.
- Accompany and supervise students on educational visits, enrichment activities and off-site provision as required, working within the relevant risk assessments.

- Contribute to the Independent Living, Employability, Enrichment and PSHE programmes, and to the wider life of the school community.
- Feed back relevant pastoral information to SLT, the SENCo and Safeguarding team so that the picture held on each student remains current.
- Contribute observations and evidence towards EHCP reviews, behaviour plans and pastoral records where asked to do so.

Administration

- Mark attendance registers accurately and in a timely fashion for every session supervised.
- Read, understand and comply with all relevant In Toto Ed policy documents, including the behaviour, safeguarding, health and safety, and staff code of conduct policies.
- Maintain accurate, proportionate and timely records of cover sessions, incidents and pastoral contacts, in line with In Toto Ed's data protection obligations.
- Keep to good time so that students are prepared and ready to start lessons on time, particularly those delivered by visiting specialists.
- Support the preparation of classroom resources and displays as directed.
- Undertake general administrative and pastoral duties as agreed with the Assistant Head.

Working as part of the team

- Work in close partnership with teachers, teaching assistants, the SENCo and the pastoral team, seeking guidance where a situation falls outside your remit.
- Attend staff meetings, briefings, INSET sessions and similar functions, including where these fall outside normal school hours.
- Participate fully in In Toto Ed's induction, performance management and appraisal arrangements, and undertake training identified as necessary for the role.
- Contribute to meetings, discussions and management systems necessary to co-ordinate the work of In Toto Ed as a whole.
- Promote equal opportunities within In Toto Ed and support the implementation of In Toto Ed's equal opportunities policy.
- Support and foster the aims of In Toto Ed, and make yourself familiar with the contents of the Staff Handbook.
- Carry out any other reasonable duties assigned by the Assistant Head or Head of School, commensurate with the grade and nature of the post.

Health, safety and safeguarding

The postholder will be required to:

- Submit to an Enhanced Disclosure and Barring Service check, including a children's barred list check, and to satisfactory pre-employment safer recruitment checks.
- Complete child protection training at the level required for the role, and keep this up to date.
- Read and act in accordance with Keeping Children Safe in Education (Part 1) and In Toto Ed's child protection and safeguarding policies and procedures.

- Promote and safeguard the welfare of all children and young people they are responsible for, or come into contact with, and report any concern immediately to the Designated Safeguarding Lead in line with policy.
- Safeguard the health and safety of themselves and others in accordance with In Toto Ed's Health and Safety Policy, and work within the relevant risk assessments.
- Maintain appropriate professional boundaries and confidentiality at all times, sharing information only where there is a proper reason to do so.

Person Specification — Cover Supervisor

Criteria will be assessed through the application form (A), interview (I), references (R) and, where applicable, a practical task or lesson observation (P).

Criterion	Essential	Desirable	Assessed by
Qualifications	GCSE English and Mathematics at grade 4/C or above, or equivalent A good standard of written and spoken English	Level 2 or Level 3 qualification in supporting teaching and learning, or equivalent Training in a recognised de-escalation or positive handling approach (e.g. Team Teach) Paediatric or emergency first aid certificate	A
Experience	Experience of working with students with SEND, particularly autism, ADHD, SEMH needs or speech, language and communication needs Experience in a school setting as a cover supervisor, teaching assistant or learning mentor Experience of supporting students who have been out of education or have had negative experiences of school		A, I, R
Knowledge and understanding	Understanding of the role of a cover supervisor and its boundaries Awareness of safeguarding and child protection responsibilities in an education setting Understanding of the importance of confidentiality and professional boundaries	Working knowledge of EHCPs and the SEND Code of Practice Understanding of trauma-informed and attachment-aware practice Familiarity with school information systems: Arbor, CPoms and Microsoft 365	A, I
Skills and abilities	Able to establish positive relationships with students quickly Calm and consistent under pressure; able to de-escalate rather than escalate Clear communicator, orally and in writing, with students, staff and families Well organised, reliable and able to prioritise across competing demands Able to work flexibly and adapt at short notice	Able to support learning across a range of subjects and key stages Able to contribute to enrichment, life skills or extra-curricular activities A skill, interest or qualification that would enrich our offer (e.g. sport, art, music, outdoor learning)	A, I, P
Personal attributes	Genuine commitment to the education and wellbeing of students with SEND High expectations of students, with belief in their potential and respect for their dignity and chronological age Resilient, patient and non-judgemental Committed to their own professional development and open to feedback A team player who contributes willingly to the wider life of the provision		I, R

Criterion	Essential	Desirable	Assessed by
Safeguarding suitability	Suitability to work with children, evidenced through application, interview, references and an Enhanced DBS check with barred list check Willingness to undertake safeguarding training and to challenge practice that is not in a student's best interests		A, I, R

Equal opportunities and safer recruitment

In Toto Ed is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All posts are subject to an Enhanced DBS check with children's barred list check, satisfactory references, verification of identity and right to work, and an online search in line with Keeping Children Safe in Education. This post is exempt from the Rehabilitation of Offenders Act 1974.

In Toto Ed is committed to equality of opportunity and welcomes applications from all sections of the community. We will make reasonable adjustments at any stage of the recruitment process and in the role itself; please tell us what you need.
