

Job Title	Cover Supervisor
Date	September 2026
Department	Inclusive Learning Team
Line management	NA
Reports to	Director of Studies
Responsible for	Supervision of sixth form private study, cover lessons, and targeted support for students on reduced timetables
Location	Ackworth School
Salary Information	£19,884.15 actual salary

Purpose of the Role

The Cover Supervisor plays a key role in ensuring continuity of learning and high standards of independent study across the Senior School, with a particular focus on Sixth Form provision and students with additional needs or reduced curricula.

The postholder will supervise private study sessions, deliver planned cover lessons, and work with identified students to support organisation, engagement and academic progress. The role requires a calm, proactive individual who can build strong relationships with older students and promote independence, responsibility and effective study habits.

Working closely with teaching staff and the Inclusive Learning team, the Cover Supervisor contributes to a structured, purposeful learning environment and supports students in developing the skills needed for successful progression beyond school.

The role starts at 8am to ensure that cover is effectively supported at the start of the day.

Departmental Information

The Senior School and Sixth Form at Ackworth provide a broad and ambitious curriculum, with a strong emphasis on academic progress, independence and preparation for adulthood.

Alongside mainstream provision, some students follow reduced or adapted timetables, requiring targeted support to maintain engagement and progress. The Cover Supervisor supports this provision by ensuring that all students, regardless of pathway, experience consistent expectations, structured learning and appropriate challenge.

Main tasks and responsibilities

1) Cover Supervision and Classroom Delivery

- Supervise classes during the short-term absence of teachers, delivering planned lessons and cover work.
- Ensure pupils remain engaged, on task and working productively.
- Maintain consistent expectations for behaviour and learning in line with school policy.
- Provide clear instructions and support pupils to complete work independently.

2) Sixth Form Private Study Supervision

- Lead and supervise Sixth Form private study sessions, ensuring they are purposeful, structured and productive.
- Support students in developing effective study habits, including:
 - time management
 - organisation
 - independent research
 - revision strategies
- Monitor attendance, engagement and use of time, addressing disengagement promptly and appropriately.
- Create an environment that promotes focus, independence and academic ambition.

3) Supporting Students on reduced curriculums

- Work closely with the SENDCo and pastoral staff to support students on reduced or adapted timetables.
- Provide structured support to help students:
 - remain engaged with learning
 - manage transitions and routines
 - build confidence and resilience
- Deliver targeted interventions or supervised learning where appropriate.
- Act as a consistent adult, supporting engagement with learning

4) Student Support & Relationships

- Build positive, professional relationships with students, particularly within Sixth Form.
- Support students' organisation, motivation and self-management.
- Recognise when students may be struggling and respond calmly and appropriately.
- Promote independence while offering appropriate guidance and encouragement.

5) Monitoring, Feedback & Reporting

- Monitor student engagement, behaviour and completion of work during cover and study sessions.
- Provide clear feedback to teaching staff, Director of Sixth Form and SENDCo.
- Maintain accurate records of attendance, engagement and concerns.
- Contribute to discussions regarding student progress and support where appropriate.

6) Collaboration and Teamwork

- Work closely with:
 - Director of Studies
 - SENDCo and Inclusive Learning team
 - Director of Sixth Form and pastoral staff
- Support consistency across departments in expectations for study and behaviour.
- Contribute to a joined-up approach to supporting students with additional needs.

7) Wider School Contribution

- Participate in duties such as supervision during transitions and break times where required.
- Support enrichment, trips or additional activities where appropriate.
- Demonstrate flexibility in supporting across the Senior School.

Person Specification

Essential

- Good standard of education, including GCSE English and Maths (or equivalent).

Desirable

- Degree-level qualification or relevant experience in education.
- Training in SEND, pastoral support or youth work.

Experience, Knowledge and Skills**Experience**

- Experience working with young people in an educational or similar setting.
- Experience supporting learning, behaviour or student engagement.
- Experience in a secondary or sixth form setting.
- Experience supporting students with SEND, SEMH needs or reduced timetables.

Knowledge & Skills

- Understanding of how to support independent learning and study skills.
- Ability to manage behaviour calmly and consistently.
- Strong communication and interpersonal skills.
- Ability to follow lesson plans and adapt where necessary.
- Good organisational skills and attention to detail.

Personal Attributes

- Calm, confident and professional.
- Able to build rapport with older students and act as a positive role model.
- Flexible and adaptable in a fast-paced environment.
- Reliable, organised and proactive.
- Committed to inclusive practice and Ackworth's Quaker ethos.

Ackworth School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The postholder must follow Keeping Children Safe in Education (KCSIE), the school's Safeguarding, Health & Safety, Data Protection and Equalities policies, and complete all required training and checks.

Notes

This job description outlines the main duties and responsibilities and is not exhaustive. Duties may be amended to reflect evolving needs of the school and Teaching & Learning strategy. Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.