



OLD SWINFORD SERVICES LIMITED

Cover Supervisor & Day Student Pastoral and Learning Mentor

Old Swinford Services Ltd are currently seeking a motivated and organised Cover Supervisor & Day Student Pastoral and learning Mentor for September 2026 who is passionate about student development and delivering engaging lessons across a range of subjects.

Person Specification

- Educated to degree level (desirable);
- GCSE Maths and English Grade C or above;
- Motivation to work with children and young people;
- Experience in a classroom role including classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies;
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole class;
- Good administrative, organisational and computer skills;
- Work constructively and collaboratively as part of a team whilst being able to demonstrate initiative;
- Effective use of ICT to support learning;
- Excellent oral and written communication skills.

Job Specification.

1. Under the guidance of teaching staff to provide supervision to whole classes during the short-term absence of teachers. The Cover Supervisor ensures that work set by a teacher is properly completed, that a good learning atmosphere is maintained, in the classroom at all times and that school policies on dress and behaviour are upheld.
2. Provides adult supervision for day students before lessons, during break and lunchtimes alongside other members of staff. Also, works with other members of staff to provide pastoral support and in tracking and monitoring the behaviour and attendance of day students, contacting home when appropriate to do so.

Specific Responsibilities

- Supervise work set by absent Teachers or Head of Department;
- Manage a classroom, ensuring that students remain on task with the work they have been set;

- Establish productive working relationships with pupils, acting as a role model and setting high expectations;
- Promote the inclusion and acceptance of all pupils in the classroom, recognising and responding to their individual needs;
- Manage the behaviour of pupils within the School's policies;
- Report, using the School's established referral procedures, issues concerning attendance or behaviour;
- Assist pupils in the completion of work as appropriate;
- Collect completed work and return it as required by the Teacher or Head of Department;
- Attend and participate in meetings and CPD concerning pupils or school policies and practices from time to time as required;
- From time to time assist teaching staff with the supervision of school visits, trips and co-curricular activities;
- Cover am and pm registration when required;
- Supervise day student areas before lessons, at break and lunch alongside other members of school staff whilst based in the Sixth Form centre when not supervising cover lessons;
- Contact the parents and guardians of students when pastoral support is needed or when patterns of behaviour and attendance fall below our expectations and arrange for them to come into School;
- Provide cover in the Refocus room as requested by the Deputy Head;
- Provides Pastoral Support for students and liaises with Head of Sixth Form, Head of Years and Form tutors to support students;
- Provides Learning Support for students in independent study periods;
- Participate in the promotion of your department and the School, including Induction Days, Open Days and Open Evenings as requested by SLT;
- Works with the Head of Sixth form and Head of Day Students to oversee the quality of the day student common areas, reporting faults or repair issues via the online reporting system;
- To undertake such other duties as the Headmaster or SLT may from time to time reasonably require.