# Job Description and Person Specification

Bramley Grange Academy – Cover Supervisor
London South East Academies Trust

## Job Description: Cover Supervisor

Location: Bramley Grange Academy, part of London South East Academies Trust
Contract Type: Full Time / Term Time Only
Salary: LSEAT Harmonised 9-12
Start Date: As soon as possible
Responsible to: Assistant Headteacher / Cover Manager

**About Bramley Grange Academy:**
Bramley Grange Academy is an 11–16 specialist SEMH (Social, Emotional and Mental Health) provision within the London South East Academies Trust. We provide a nurturing, supportive and aspirational learning environment for young people who face social, emotional or behavioural challenges that make it difficult for them to thrive in a mainstream school setting.

Our dedicated team works collaboratively to help every student build confidence, develop resilience, and achieve their potential — both academically and personally.

**Purpose of the Role**:
As a Cover Supervisor, you will play a vital role in maintaining continuity of learning when teaching staff are absent. You will deliver pre-prepared lessons, manage classroom behaviour, and support pupils’ emotional regulation, helping to ensure a consistent, calm and positive learning environment in line with our trauma-informed approach.

**Key Responsibilities**:
• Supervise and deliver pre-planned lessons across all subjects and year groups during teacher absence.
• Maintain a safe, structured and engaging classroom environment in line with the school’s policies and behaviour expectations.
• Support pupils with SEMH needs to access learning, using appropriate de-escalation and emotional regulation strategies.
• Build positive, trusting relationships with pupils that encourage participation, self-esteem and progress.
• Adapt and differentiate learning materials as needed to meet a range of abilities and needs.
• Record attendance, engagement and behaviour accurately, providing feedback to the relevant class teacher or SLT.
• Work collaboratively with Learning Mentors, Inclusion Support Team and SLT to support individual learning plans and behaviour strategies.
• Participate in supervision duties, enrichment activities and wider school life where required.
• Engage actively in training and professional development opportunities provided by Bramley Grange Academy and LSEAT.

**Safeguarding Statement**:
London South East Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check and provide two satisfactory references prior to appointment.

## Person Specification: Cover Supervisor

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| Category | Criteria | Essential / Desirable | Assessment Method |
| Qualifications & Training | GCSEs (or equivalent) in English and Maths (Grade C/4 or above) | Essential | A |
|  | Level 3 qualification in Education Support, HLTA, or equivalent experience | Desirable | A |
|  | Evidence of ongoing professional development or training related to behaviour, SEN, or SEMH | Desirable | A / I |
|  | Team Teach or equivalent positive behaviour management training | Desirable | A |
| Experience | Experience of working with children or young people in an educational, youth work or SEMH setting | Essential | A / I / R |
|  | Experience of managing challenging behaviour in a calm and consistent manner | Essential | A / I |
|  | Experience of delivering or supporting learning in a classroom environment | Desirable | A / I |
|  | Experience of working within a special or alternative provision | Desirable | A / I |
| Knowledge & Understanding | Understanding of strategies to support pupils with SEMH needs | Essential | A / I |
|  | Knowledge of trauma-informed and restorative practice | Desirable | A / I |
|  | Awareness of safeguarding, child protection and equality policies | Essential | A / I |
|  | Understanding of the barriers to learning faced by vulnerable or disadvantaged pupils | Essential | A / I |
| Skills & Abilities | Ability to build positive, trusting relationships with young people | Essential | I / R |
|  | Strong communication and interpersonal skills | Essential | I / R |
|  | Ability to maintain order, motivate learners and manage classroom routines | Essential | I |
|  | Flexible and adaptable to the changing needs of the school | Essential | I / R |
|  | Good organisational and record-keeping skills | Essential | A / I |
|  | Ability to work effectively as part of a multi-disciplinary team | Essential | I / R |
| Personal Attributes | Empathy, patience and resilience when working with challenging behaviours | Essential | I / R |
|  | Commitment to promoting inclusion, equality and diversity | Essential | A / I |
|  | Professional integrity and commitment to the Trust’s values | Essential | I / R |
|  | Willingness to undertake further training and development | Essential | A / I |
|  | Commitment to safeguarding and promoting the welfare of children and young people | Essential | A / I / R |