

Cover Supervisor / Secondary Support

(Secondary School – Local Hire)

Employed by: NCBIS to support the vision, positive ethos and policies of the school.

Responsible to: Head of Secondary / Deputy Head Pastoral / Head of Inclusion

Qualifications: Degree, PGCE, QTS or equivalent recognised teaching qualification.

Experience: Minimum 2–3 years teaching or relevant classroom experience preferred. Experience working with students with additional learning needs would be advantageous.

KEY DUTIES OF THE ROLE:

A. Safeguarding duties
<ul style="list-style-type: none"> To be fully aware of the principles of safeguarding as they apply to vulnerable children in relation to the role. To ensure that the designated member of staff for child protection is made aware and kept fully informed of any concerns which the post holder may have in relation to safeguarding and/or child protection.
B. Deliver cover lessons and maintain continuity of learning
<ul style="list-style-type: none"> Supervise and deliver pre-prepared lessons to secondary school students in the absence of the regular class teacher. Ensure that students remain on task and engaged with the learning activities provided. Follow lesson plans provided by teaching staff to ensure continuity of learning. Maintain accurate records of lesson completion and provide feedback to the class teacher regarding student progress, behaviour and any issues arising.
C. Maintain high expectations for behaviour and engagement
<ul style="list-style-type: none"> Establish a safe and respectful learning environment during cover lessons. Maintain high expectations of behaviour in accordance with the school's behaviour policy. Manage classroom behaviour effectively to ensure a productive learning environment. Ensure that students follow school routines and expectations.
D. Support Teaching and learning in the Secondary School including inclusive learning
<ul style="list-style-type: none"> Where directed work with the Inclusion Department to support students with additional learning needs when not delivering cover lessons. Assist students with SEND, EAL or other learning needs in accessing the curriculum. Support the implementation of Individual Learning Plans (ILPs) or other inclusion strategies where appropriate. Provide targeted support to individuals or small groups of students.



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<ul style="list-style-type: none"> • Where directed work with other Secondary Department to deliver enhanced support (Strategic deployment). • Support supervision during examinations, assessments and school activities when required. • Contribute to maintaining a positive learning environment across the secondary school.
E. Adapt support to respond to the needs of pupils
<ul style="list-style-type: none"> • Demonstrate an understanding of the barriers that can affect student learning. • Support students of differing abilities, backgrounds and learning needs. • Work collaboratively with teachers and inclusion staff to ensure students receive appropriate support.
F. Fulfil wider professional responsibilities
<ul style="list-style-type: none"> • Demonstrate a positive contribution to the wider life and ethos of the school. • Work collaboratively with colleagues across departments. • Communicate effectively with teachers, pastoral staff and the Inclusion Department. • Undertake duties and administrative tasks as directed by the Secondary Leadership Team.
G. Internationalism / Global Citizenship
<ul style="list-style-type: none"> • Promote the school's understanding of internationalism and global citizenship. • Support the development of respectful, responsible and globally minded students. • Encourage students to demonstrate the values of the school community.

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New Cairo British International School is the sole operating activity of the Heliopolis Society for the Social and Cultural care of English-Speaking Foreigners, Ministry of Social Affairs Registration No. 2643, New Cairo.



+202 256 57115
+202 256 57120
+202 256 57121



Road 17, 1st District, 3rd Zone,
5th Settlement, New Cairo, Egypt.



info@ncbis.co.uk