



Trinity Croft C of E Primary School

Teaching Assistant : Cover Supervisor -



Permanent

DSAT Grade 4 (Scale 7-11): £26,403 - £28,142 FTE

Required for September 2026

We are seeking to appoint a highly motivated, excellent and committed Cover Supervisor to join a successful team at Trinity Croft C of E Primary School. This is a permanent position and will involve supporting children on a 1-1 basis, in small groups and within the classroom. There is an expectation as a Cover Supervisor that there will be cover of classes, for example when covering teacher PPA. You will work alongside a dedicated team to secure the very best outcomes for all our children. Preferably, the successful candidate will have experience in Upper KS2.

You would work for 30 hours per week, 5 days a week, term time only and will commence on 1st September 2026. Trinity Croft is a small school with exceptional staff and pupils. We work in a supportive and strong network of schools across the Diocese of Sheffield Academies Trust (DSAT).

We can offer you:

- ✓ A happy, supportive and positive atmosphere with a drive for high standards and excellence
- ✓ Fantastic teachers who are both talented and committed
- ✓ Caring and enthusiastic pupils who are motivated to learn and thrive
- ✓ A welcoming and nurturing school with a true community feel
- ✓ Engaged and enthusiastic parents who are keen to be involved
- ✓ A supportive, dedicated and knowledgeable Head of School
- ✓ CPD and support in your career progression
- ✓ A focus on your well-being and manageable workload

We are proud of being a Christian school. The successful candidate does not need to be a practicing Christian but should be willing and able to support our Christian ethos.

We are seeking:

- A dynamic, highly motivated and enthusiastic individual with excellent interpersonal and communication skills.
- A person who can work in partnership with children, parents, carers and staff.
- Someone who has experience of working within a school setting.
- A person who has experience of working with children with special educational needs and challenging behaviour.

You must have GCSE or equivalent in English and Maths and relevant experience.

Visits to the school are warmly encouraged and can be made by contacting Mrs. Maria Allen, Head of School, on 01709 850570 or by email at enquiries@tc.dsateducation.

For further information about our fantastic school, please see our website at <https://www.trinitycroft.co.uk/>

For application information, please contact Miss Georgina Scroop, Business Manager, either enquiries@tc.dsateducation or by telephone at 01709 850570.

The Diocese of Sheffield Academies Trust is committed to Safeguarding & Promoting the Welfare of Children, young people and vulnerable adults and expects all staff to share this commitment. We are an Equal Opportunities Employer.

Trinity Croft C of E Primary School is committed to safeguarding and promoting the welfare and safety of children and expects all staff to share in this commitment.

Shortlisted applicants will be required to complete a self-disclosure of criminal convictions and online searches will be carried out prior to interview. An enhanced Disclosure and Barring Service (DBS) check will be required for the successful applicant.

Closing date: 20th May @12pm

Interviews: w/c 8th June 2026

Job Description – Teaching Assistant: Cover Supervisor

Required for September 2026

Job Title	Teaching Assistant: Cover Supervisor
Scale	Grade 4 SCP7 – SCP11
Responsible to	Head of School

Job Purpose

To work under the instruction/guidance of Teaching staff, to undertake work/care/support programmes to enable access to learning for pupils and to assist with the management of pupils and the classroom. To cover at times the class in the absence of the teacher, delivering work left by the teacher. Work may be carried out in the classroom or outside the main teaching area.

Main Responsibilities

1. Support for Pupils

- (i) To supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- (ii) Assist with the development and implementation of individual Education / Behaviour Plans and Personal Care programmes.
- (iii) Establish constructive relationships with pupils and interact with them according to individual needs.
- (iv) Promote the inclusion and acceptance of all pupils.
- (v) Encourage pupils to interact with others and engage in activities led by the teacher.
- (vi) Set challenging and demanding expectations and promote self-esteem and independence.
- (vii) Provide feedback to pupils in relation to progress and achievements under the guidance of the teacher.

2. Support for the Teacher

- (i) To create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- (ii) Use strategies, in liaison with the Teacher to support pupils to achieve learning goals.
- (iii) Assist with the planning of learning activities.
- (iv) Monitor pupils' responses to learning activities and accurately record achievements / progress as directed.
- (v) Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- (vi) Promote good pupil behaviour, dealing promptly with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
- (vii) Establish constructive relationships with Parents / Carers.
- (viii) Provide clerical / administrative support e.g, photocopying, typing, filing.

3. Support for the Curriculum

- (i) Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- (ii) Undertake programmes linked to local and national learning strategies e.g. English, Maths, Wider Curriculum, Early Years, recording achievements and progress and feeding back to the Teacher.

- (iii) Support the use of computing in learning activities and develop pupils' competence and independence in its use.
- (iv) Prepare, maintain and use equipment/ resources required to meet lesson plans / relevant learning activities and assist pupils in their use.
- (v) Cover classes in the absence of the teacher, including for example covering the class while the teacher has PPA time, delivering lessons planned by the teacher.

4. Support for the School

- (i) Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- (ii) Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- (iii) Contribute to the overall ethos / aims of the school.
- (iv) Support the role of other professionals.
- (v) Attend and participate in relevant meetings as required.
- (vi) Participate in training and other learning activities and performance development as required.
- (vii) Assist with the supervision of pupils out of lesson times including before and after school and at lunchtimes.
- (viii) Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the Teacher.

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.



Person Specification – Teaching Assistant : Cover Supervisor

Required for September 2026

Person Profile	Essential	Desirable
Knowledge & Experience		
Experience of working with children with SEN/challenging behaviour.	AF/I	
NVQ 3 for Teaching Assistants or equivalent qualification or experience.	AF/CQ/R	
Good numeracy/literacy skills.	AF/I	
Training in the relevant learning strategies,	AF/I	
General understanding of national/foundation stage curriculum and other basic learning programmes.	AF/I	
Basic understanding of child development and learning.	AF/I	
Awareness of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.		AF/I
Basic knowledge and understanding of Health and Safety issues, and ability to identify risks within personal sphere of work.	AF/I	
Appropriate First Aid training.		AF/CQ
Some experience of covering classes	AF/I	
Skills & Abilities		
Ability to make simple decisions, in line with agreed procedures/policies e.g. prioritisation of work, appropriate release of sensitive information.	I	
Ability to clearly interpret oral or written information & instructions.	AF/I	
Ability to communicate information in a clear and logical manner.	AF/I	
Core Behaviours		
Proactive and positive approach to dealing with people, both internal and external. Committed to safeguarding and promoting the welfare of children and young people.	I	
Works flexibly to get the job done on time, and ensures work is carried out to quality standards.	AF/I	
Listens to others' points of view, seeks feedback and deals with it constructively, shares knowledge and good practice, suggests doing things differently to improve.	AF/I	
Treats all people equally, fairly and with dignity and respect.	AF/I	
Positive approach to team working.	AF/I	
Takes ownership of personal development. Willing to pursue development opportunities.	AF/I	
Personal/Physical Requirements		
Enhanced Criminal Records Bureau check.	DBS	

No serious health problem which is likely to impact upon job performance (that cannot be accommodated by reasonable adjustments).	I/R	
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KEY:

Method of Assessment

AF – Application Form **I** – Interview **R** – References **GE** – Group Exercise **P** – Presentation **CQ** – Certificate or Qualification **OT** – Occupational Test **CRB** – Criminal Records Bureau Check *indicates shortlisting criterion