

Cover Supervisor Recruitment Pack





WELCOME

We are an outstanding and vibrant school looking to appoint a Cover Supervisor. You will be required to teach whole classes during the short and medium term absence of the class teacher, organising the planned and day to day teaching cover as well as giving feedback to pupils.

We are looking for an enthusiastic, child-centred and flexible person to support and challenge our pupils to become lifelong learners.

We value continued professional development and support all our staff through a variety of strategies. We have a clear and thorough induction process to build initial confidence and awareness of whole school approaches and expectations.

ROUND DIAMOND PRIMARY

We are a welcoming and happy school where everyone is valued and respected. We have a dedicated, enthusiastic and committed team of staff who endeavour to provide a learning journey that everyone can access and enjoy.

Everyone at Round Diamond consistently works hard to give the very best education, both academically and socially, to our pupils.



“Pupils are polite, friendly and confident. The values of responsible, determined and successful underpin everything pupils do. Pupils strive to do their very best, even if they find learning challenging. Pupils enjoy their learning, as the staff make it interesting. They live up to the high expectations that staff have of them and achieve well.”

~ Ofsted, March 2025

Responsible Determined Successful

KEY INFORMATION

Age range:

3 to 11

Location:

Stevenage, Hertfordshire

School type:

Academy converter
Ivy Learning Trust

Pupils on roll:

469

Children eligible for FSM:

10.4%

2025 KS2 results:

79% achieved expected
standard (combined)

Ofsted:

Outstanding, March 2025



“The school prioritises staff’s professional development, so they can develop their teaching expertise further. This ensures that the curriculum is taught highly effectively throughout the school.”

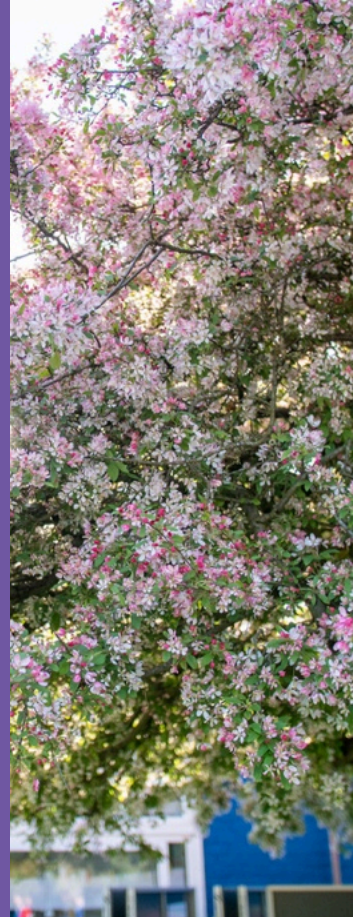
~ Ofsted, March 2025

Our Vision

Ivy is a charity and our purpose is to provide education for the public benefit.

We have four guiding principles:

- We are one family of schools.
- Good education is a birthright.
- We make it easy to make a difference.
- Local leaders know their communities best.



Ivy Learning Trust is a family of schools dedicated to giving children a great education. We formed our Trust in 2017 with two Enfield primary schools, Brimsdown and Lavender, in order to formalise the already close working relationship between them. We now have a network of 17 primary schools across North London and Hertfordshire.

This collaboration has enabled our community to benefit from the expertise and talents at each joining school, with leaders sharing successful techniques and innovations. Staff enjoy better access to CPD programmes and opportunities to develop their careers. We are a supportive community, dedicated to ensuring that no one is left behind and that everyone benefits from being part of our Trust.

OUR SCHOOLS



15

Good or Outstanding

2

Sponsored Academies

SCHOOL	LOCATION	JOINED	OFSTED
1. Lavender	Enfield	2017	Good (2025)
2. Brimsdown	Enfield	2017	Good (2023)
3. Churchfield	Enfield	2018	Good (2022)
4. Eastfield	Enfield	2018	Good (2022)
5. Larkspur	Hertfordshire	2018	Good (2023)
6. Walker	Enfield	2019	Good (2023)
7. The Wroxham	Hertfordshire	2019	Good (2024)
8. Woodside	Hertfordshire	2020	Good (2025)
9. Crabtree Infants	Hertfordshire	2021	Outstanding (2024)
10. Crabtree Junior	Hertfordshire	2021	Outstanding (2023)
11. Peartree	Hertfordshire	2022	Good (2025)
12. Martins Wood	Hertfordshire	2022	Inadequate (2021)
13. Watchlytes	Hertfordshire	2022	Inadequate (2021)
14. Round Diamond	Hertfordshire	2023	Outstanding (2025)
15. Windhill21	Hertfordshire	2024	Outstanding (2025)
16. Richard Whittington	Hertfordshire	2024	Good (2019)
17. De Bohun	Enfield	2025	Good (2020)

**Schools inspected since joining Ivy.*

WORKING AT IVY



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Staff are overwhelmingly proud to be part of the school community. Regular training helps staff stay sharp and keep ahead of the game. Senior leaders do much to look after staff's wellbeing.

~ Ofsted, Crabtree Junior, 2023

”

When you join Ivy, you'll have access to a comprehensive range of benefits, designed to support your career progression and wellbeing. As a Trust, we offer an inclusive work environment, recognise and reward excellence, encourage creativity and support ongoing professional growth.



Employee Assistance Programme with access to free counselling, mental health and financial support



Professional development with defined careers pathways and paid study leave



Tax free childcare scheme and admissions priority for the children of school employees



Pension scheme



National pay in line with STPCD



Flexible working available



Cycle to work scheme



Discounted gym membership



Occupational health service

JOB DESCRIPTION

Main Purpose of the Role

To supervise whole class tasks during the short-term absence of the assigned teacher.

Duties

- Supervise activities and self-directed learning in the short-term planned / unplanned absence of teachers to provide continuity of learning for pupils.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to any questions from pupils about process and procedures.
- Deal with any immediate problems or emergencies according to the school's policies and procedures, when possible.
- Collect completed work after the lesson and pass to the appropriate teacher.
- Report as appropriate using the school's agreed referral procedures, on the behaviour of pupils during the class and on any problems arising.
- Cover for the absence of teaching assistants.
- When not engaged in cover of teachers or teaching assistants, proactively seek CPD opportunities, prepare resources for emergency cover, read plans for next session, mark work from previous session.

Equalities

Be aware of and support difference, ensuring that pupils have equality of access to opportunities to learn and develop.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection. Report all concerns to an appropriate person.

JOB DESCRIPTION

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service.

Additional Information

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The postholder is expected to accept any reasonable alterations that may from time to time be necessary.

Supervision

The jobholder is managed by a member of the school's Senior Leadership Team. The frequency of meetings is determined by the school's performance management policies and practice. Performance management of the job holder is undertaken by a member of the Senior Leadership Team.

No supervision of staff.

Job Context

The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave, to participate in professional development, to attend a meeting or to allow time for planning, preparation or assessment.

DETAILS AND TIMELINE

Contract Type:

Permanent, Full Time

Salary:

£26,409 - £28,624 (FTE)

Closing Date:

12:00pm, 11 February 2026

Interview Date:

TBC

Our Policies:



[Privacy Notice](#)



[Code of Conduct](#)



[Recruitment](#)



[Safeguarding](#)

This post has a minimum requirement of two references which must be your current or most recent employer.

Round Diamond Primary is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced disclosure and medical checks.

Visits are warmly encouraged, please take time to visit our outstanding school and meet our enthusiastic learners. To arrange a visit please contact Angela Jones at ajones@rounddiamond.herts.sch.uk

