



Cover Supervisor— Grade 6

Report to: Executive Headteacher, Head of School

Main Purpose of the Role

The Cover Supervisor will use specialist skills and training to provide high quality, flexible classroom cover and targeted nurture support across North Hinksey Primary School. Working under the direction of the Head of School, Phase Leaders and the SENCO, the post-holder will supervise whole classes during short-term teacher absence, plan and deliver curriculum learning with appropriate support, and deliver tailored interventions. The role supports the school's vision and values by promoting high expectations, inclusive practice and positive outcomes for all children.

Key Responsibilities and Duties

Cover and Classroom Teaching

- Supervise whole classes during short-term planned and unplanned absence of class teachers, maintaining the planned learning objectives, behaviour expectations and routines.
- Plan and deliver curriculum lessons for classes or small groups with guidance and support from Phase Leaders or the Head of School; adapt lesson content to meet the needs of children and ensure accessibility.
- Prepare and organise classroom resources to support effective learning during cover lessons.
- Plan and deliver a range of evidence based interventions under the direction and support of class teachers and Head of School, ensuring fidelity to the intervention model.
- Assess pupils' learning in line with school systems and under the guidance of Phase Leaders or the Head of School; record assessments and provide constructive feedback to class teachers.

Assessment, Monitoring and Record Keeping

- Undertake assessments and observations as directed by the Head of School and record information in line with school policies and established systems.
- Maintain accurate records for children, including attendance, intervention logs and progress monitoring, ensuring data is up to date and accessible to relevant staff.
- Monitor progress of children receiving interventions and provide timely feedback to teachers, Phase Leaders and the SENCO to inform next steps.

Pastoral Support and Transitions



- Establish and maintain constructive, respectful relationships with children, promoting their well-being, confidence and independence.
- Support children during key transition points in the day (start/end of day, assemblies/gatherings, class changes), ensuring calm, safe and consistent routines.
- Supervise and interact with children during break and lunch times to provide a positive adult presence, foster safe social play and support inclusive behaviour.

Personal and Intimate Care

- Provide support with intimate and personal care according to school policies and training, promoting dignity, safeguarding and independence where appropriate.
- Follow agreed protocols and complete required records for any personal care provided.

Collaboration and Whole-school Contribution

- Work collaboratively with class teachers, Phase Leaders, the SENCO, parents/carers and external agencies to secure coordinated support for children.
- Contribute to whole school development by sharing observations, participating in staff meetings and supporting school policies and improvement priorities.

Safeguarding

- Prioritise the safety, welfare and wellbeing of children at all times and work within statutory safeguarding guidance (including Keeping Children Safe in Education) and North Hinksey's safeguarding and child protection policies.
- Act promptly to share any concerns about a child's welfare with the Designated Safeguarding Lead (DSL) and follow school procedures for reporting and recording concerns.
- Maintain confidentiality in line with statutory requirements, but understand when and how to share information for the protection of a child.
- Ensure all intimate care and personal support is delivered in line with agreed protocols, safeguarding guidance and with respect for the child's dignity.
- Complete mandatory safeguarding and child protection training and attend regular updates as required by the school.
- Promote a culture of vigilance, inclusivity and support where all children feel safe, respected and able to disclose concerns.

Other Requirements

- Uphold the professional responsibilities of staff and demonstrate conduct in line with the Teachers' Standards and local expectations for support staff.
- Maintain high standards of punctuality, attendance and professional presentation.



- Undertake any other reasonable duties as required by the Head of School that are commensurate with the role and Grade 6 responsibilities.