

Job Description:	Cover Supervisor
Location:	The Lanes Primary School
Salary Range:	NJE Grade 4
Contracted hours:	Full Time – 37hrs, Term Time only
Required from:	September 2026

General Information:

The following information is provided to assist staff joining the White Hills Park Trust to understand and appreciate the work, content of the post and the role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

Purpose:

To supervise and support classes during the short-term absence of the class teacher, provide planned PPA cover across Key Stage 1 and Key Stage 2 and cover classes during planned professional development time. The postholder will ensure continuity of learning by delivering pre-planned lessons, managing pupil behaviour and maintaining a positive and productive learning environment.

The Cover Supervisor will work closely with teaching staff to support pupils' learning, wellbeing and achievement and contribute to the wider life of the school.

Reporting to:

- Class teacher
- Deputy headteacher

Responsible for:

- Indirectly for all children within school

To co-operate with:

- All colleagues in all teams
- Parents, carers, and the local community
- A range of external agencies

Disclosure:

- Clear and current Enhanced DBS check.

Key Responsibilities:

- Provide regular planned PPA cover across Key Stage 1 and Key Stage 2.
- Supervise whole classes during the short-term absence of teachers for periods of up to three consecutive school days.
- Provide planned cover for professional development time for teachers.
- Deliver learning activities and lessons planned by teaching staff.
- Ensure pupils remain engaged in learning and complete the work set.
- Promote high expectations of achievement and behaviour
- Manage classroom behaviour in accordance with school policies and procedures.
- Respond appropriately to questions from pupils and provide clarification of learning activities where necessary.
- Provide feedback to teachers regarding pupils' progress, engagement and behaviour.

- Support the delivery of a broad and balanced curriculum across the primary age range.
- Adapt activities and resources under the direction of teaching staff to meet pupils' needs.
- Support pupils with SEND, EAL and additional needs to access learning.
- Assist with assessment activities as directed by teaching staff.
- Contribute to the preparation and organisation of learning resources.
- Foster positive relationships with pupils and act as a positive role model.
- Follow personal care and support plans where appropriate and trained to do so.
- Promote pupils' wellbeing and safeguarding at all times.

General Responsibilities:

- Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety
- Promote equality, inclusion and belonging by ensuring all pupils have access to meaningful opportunities to learn and develop
- Commitment to inclusion and supporting all pupils to achieve success
- Contributing to the overall values of the school
- Ensure the safe and effective organisation of learning activities, teaching spaces and resources for which they are responsible
- Be able to use initiative and work independently, demonstrating flexibility and responsiveness to meet the needs of pupils and the wider school community.
- Appreciating and supporting the role of other professionals
- Attend meetings, training and professional development activities
- Being aware of confidential issues and to keep confidences as appropriate
- Undertake any other duties appropriate to the grade and responsibilities of the post, as reasonably required.
- Can use ICT effectively to support learning
- Full working knowledge of relevant polices, codes of practice and awareness of relevant legislation
- Working knowledge of the National Curriculum and other relevant learning programmes
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Demonstrate resilience, empathy and a commitment to ensuring that all pupils feel safe, valued and able to thrive

Develop personally and professionally through:

- Participation in support staff appraisal.
- Participation in appropriate training.

The job description may be subject to amendment or modification, should circumstances change, but any changes will be discussed with you in the first instance.

The job description does not form part of the contract of employment

Signed: _____

Date: _____