

Job Description and Person Specification

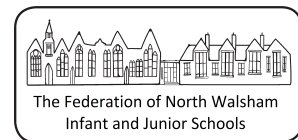
Cover Supervisor



Job details	
Job title	Cover Supervisor
School	The Federation of North Walsham Infant and Junior Schools
Grade	Scale E
Hours	32.5 hours per week, 8.30am- 3.30pm Monday to Friday, term time plus one week
Responsible to	Responsible to Executive Headteacher and Deputy Head but on a day to day basis works under the general direction of a class teacher
Effective date	April 2026

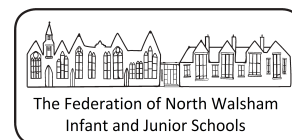
Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
General responsibilities:	
Supporting the teaching team to deliver lessons by supervising whole classes of pupils while they are engaged in learning activities and feeding relevant assessment and pastoral information back to the teacher.	1
Manage pupils' behaviour within the ethos and behavioural policies of the school and Trust, dealing appropriately with immediate problems and emergencies.	2
Set high expectations of conduct whilst acting as a role model, in line with the BHET Staff Code of Conduct.	3
Respond to pupil queries on learning activities, keeping them on task.	4
Promote the inclusion and acceptance of all pupils within the classroom within the school's policies and procedures of equal opportunities.	5
Ensure that children with SEND are supported in lessons, in line with their Pupil Passports, under the direction of the Inclusion Leader and class teachers.	6
Record any behaviour or safeguarding concerns on our online recording system, CPOMS	7
Provide objective and accurate feedback to the teacher on the conduct of the lesson and the behaviour of pupils.	8
Assess and 'live-mark' work for the sessions/lessons covered in line with school policies.	9

Job Description and Person Specification Cover Supervisor



Collect and pass on any completed work.	10
Maintain and pass on any appropriate assessment records as agreed beforehand with the teacher.	11
Provide support and assistance to teaching staff in administering tests, e.g. the phonics screening check, SATS, summative tests	12
Use online recording systems when needed, e.g. Arbor, Read Write Inc, Speechlink, Accelerated Reader	13
Understand and ensure appropriate organisation/use of the classroom, equipment and resources.	14
Support for the school	
Accompany groups of pupils on school trips ensuring their health and safety (to be at discretion of lead teacher).	15
Be aware of and comply with policies and procedures relating to safeguarding and child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.	16
Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.	17
Participate in training and other learning activities as required.	18
Undertakes other similar duties and activities that fall within the grade and role of the post as decided by the Executive Headteacher.	19
Supervision of children in all areas of the school at lunchtimes, including as directed by members of the Senior Leadership Team in order to ensure the safety and good behaviour of the children.	20
Supervision of children during the lunch period to ensure that a good atmosphere is maintained. Playing and leading games with children on the playground.	21
Provide First Aid within the limits of their qualifications.	22
Communicate effectively with parents and carers	23

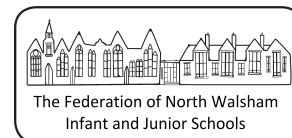
Job Description and Person Specification Cover Supervisor



Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> ● GCSE or equivalent English and Mathematics Grade C/ grade 5 or above ● Norfolk Steps Step On 	<ul style="list-style-type: none"> ● Good general level of education and to NVQ 3 level is highly desirable. ● Norfolk Steps Step Up ● Holds a current First Aid qualification/ certificate ● Recent training in English or mathematics teaching strategies or interventions.
Experience	
<ul style="list-style-type: none"> ● Experience of working in a support capacity in a school with pupils of relevant age or in an appropriate learning environment. 	<ul style="list-style-type: none"> ● Experience of covering lessons with whole classes of children ● Experience of working in more than one Key Stage in a school.

Person specification (Continued)	
Skills/knowledge	
<ul style="list-style-type: none"> ● Working knowledge and skills in using IT to support learning; ● Understanding of relevant policies and procedures; ● Ability to apply behaviour management policies and strategies so as to contribute to purposeful learning environment; ● Ability to encourage pupils to learn using pre-set material; ● Ability to undertake varied duties; ● Ability to work under direction of different people and as part of a team; ● Good communication skills with people at all levels; ● Ability to gain respect of pupils through manner of confidence and authority; ● Able to organise own workload in the context of varied tasks; ● Able to work calmly under pressure; 	

Job Description and Person Specification Cover Supervisor



- | | |
|---|--|
| <ul style="list-style-type: none">● Ability to critically evaluate own performance and make any necessary changes to be more effective.● 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. | |
|---|--|

General information

- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance with relevant Trust policies and procedures, within legislation, and with regard to the needs of our children and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.