Cover Supervisor
Job Description

Job Title	Cover Supervisor	School	Amblecote Primary School
Post Number	SCH013		
Grade	5		

Reports To	Headteacher/designated member of the Senior Leadership Team

Purpose of the Job

To work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

This role should be undertaken in accordance with national and local guidance in relation to the role. Cover supervision takes place where there is no active teaching and pupils undertake pre-prepared work/exercises.

Main Activities

- Supervise work that has been set in accordance with the school policy
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment.
- Respond to questions from pupils about process and procedures.
- Assist pupils to undertake set activities as appropriate.
- Deal with any immediate problems or emergencies according to the schools policies and procedures.
- Collect completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the schools agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/ records as requested.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of the pupils.
- Promote and safeguard the welfare of children and young people in accordance with the school's

safeguarding and child protection policies.

- Attend and participate in meetings
- Participate in training and other learning activities as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of pupils' out of hours learning activities
- Supervise pupils on visits, trips and out of school activities as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/ status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions	• This post is subject to the DBS checking process • The exact focus of the role will be decided at school level and will take account of the needs of the school, and the development needs of the member of staff. • The salary offered reflects the fact that the post holder will be required to work 32.5 hours per week, term-time only
Car Allowance	Mileage / N/A
Prepared By (Section/Mgr)	Lisa Hall
Review Date	03/11/2026

Cover Supervisor
Person Specification

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Criteria (Essential)	Assessment By		
	Application	Interview	Test
Experience			
Demonstrable experience of working with or caring for children of a relevant age.	√	√	√
Full working knowledge of School policies and procedures relating to health and safety, behaviour, attendance, equal opportunities and child protection.	√	√	√
Working knowledge of the primary curriculum and age-appropriate teaching and learning strategies.	√	√	√
Understanding of the principles of child development and learning processes.	√	√	√
Experience of supporting teaching staff in the development and education of pupils, including the provision of specialist skills and knowledge.	√	√	√
Qualifications / Training			
NVQ Level 3 Supporting Teaching and Learning (or equivalent qualification) or equivalent experience working with children and young people.	√	√	√
Very good numeracy and literacy skills	√	√	√
Practical Skills			
Ability to use relevant technology e.g. computer/keyboard/photocopier/video.	√	√	√
Ability to use relevant technology and able to demonstrate knowledge and use a wide range of ICT systems and solutions to support learning.	√	√	√
Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing with the ability to produce documentation to a high standard.	√	√	√

Personal Qualities and Attributes			
A Knowledge of Equality & Diversity issues.	√	√	√
Able to work constructively as part of a team with an understanding of classroom roles and responsibilities and own position within these.	√	√	√
Ability to relate well to children and adults.	√	√	√
Commitment to contributing to the wider life of the school through curriculum enrichment, extracurricular activities and school events.	√	√	√
Ability to confidently manage groups of pupils and establish positive learning environments.	√	√	√
Constantly improve own practice/knowledge through self-evaluation and learning from others.	√	√	√
To comply with the school's commitment to the protection and safeguarding of children.	√	√	√

Prepared By	Lisa Hall
Date	03.11.2026

Amblecote Primary School is committed to safeguarding and promoting the welfare of children. Safe recruitment of staff is central to this commitment. We will ensure that our recruitment policies and practices are robust, and that our selection procedures prevent unsuitable people from gaining access to children and young people.

It should be noted when applying for a post at Amblecote Primary School that we follow the updated Keeping Children Safe in Education guidance that states, “As part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.”