

# Walthamstow Primary Academy

## Job Description

**Post:** Cover supervisor  
**Responsible to:** Senior Leadership

### Main duties and responsibilities

To supervise whole classes during the absence of teachers. Cover supervisor will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task. Cover Supervisor will respond to general questions and provide feedback to teachers, working alongside teaching staff. Cover Supervisor will therefore be subject the general supervision applicable to all staff and will act under the professional direction of teachers and Senior Leaders.

When not 'covering' classes the Cover Supervisor will be directed, under the direction of Senior Leaders, by either school leaders or teachers.

### Support for Pupils:

- Supervise pupils engaged in learning activities.
- Act as a role model and set high expectations of conduct and behaviour.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Keep pupils on task and respond to general queries.

### Support for the Teacher:

- Provide objective and accurate feedback to the teacher of the conduct of the lesson.
- Keep appropriate records as agreed with the teacher.
- Providing effective marking and feedback to pupils as agreed with the teacher.
- Promote positive values, attitudes and good pupils' behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

### Support for the Curriculum:

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources

### Support for the School:

- Be aware of, and comply with, policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to line manager.
- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

### Culture

- Support the school's values and ethos by contributing to the development and implementation of policies practices and procedures.

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- Help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Help develop a school culture and ethos that is utterly committed to achievement.
- To be active in issues of pupil welfare and support.
- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

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e [info@walthamstowprimary.org.uk](mailto:info@walthamstowprimary.org.uk)

[www.walthamstowprimaryacademy.org.uk](http://www.walthamstowprimaryacademy.org.uk)

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## Person Specification

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**Responsible to:** Senior Leadership

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good general standard of education.</li> <li>• Induction training for Teaching Assistants</li> </ul>	<ul style="list-style-type: none"> <li>• Education to 'A' Level or equivalent; Degree</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful recent working experience with children of relevant age.</li> <li>• Relevant work experience in a similar environment; experience covering classes.</li> <li>• Evidence of having worked with children in some capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work in a school as a cover supervisor/ Learning Support Assistant/Youth worker</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Basic knowledge of first aid.</li> <li>• Understanding of relevant policies/codes of practice/legislation</li> <li>• Working knowledge of ICT to support learning.</li> <li>• Ability to apply behaviour management policies and strategies, which contribute to a purposeful learning environment.</li> </ul>	
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Work effectively as part of a team and contribute to group thinking, planning etc.</li> <li>• Effective time management.</li> <li>• Build rapport with adults and children.</li> <li>• To be flexible.</li> <li>• Follow instructions accurately.</li> <li>• Use own initiative and work independently.</li> <li>• Excellent communication skills with adults and children, verbally and in writing.</li> <li>• Motivate, inspire and have high expectations of students.</li> <li>• Creative approach to problem solving.</li> </ul>	

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	<ul style="list-style-type: none"><li>• Ability to adapt quickly and effectively to changing circumstances/situations.</li><li>• Work calmly under pressure.</li><li>• Committed to personal and professional development.</li><li>• Ability to critically evaluate own performance.</li><li>• Awareness of, and commitment to, equalities issues.</li></ul>	
Health	A good attendance record; Evidence of the stamina required to cope with the demands of the post.	
References	2 references.	

**Principal: James Hucknall**

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