LIVINGSTONE ACADEMY
BOURNEMOUTH
AN ASPIRATIONS ACADEMY

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PRIMARY COVER SUPERVISOR

Contract type: Permanent
Contract term: 32.5 hours per week
Salary: Grade F12-F17; £29,541 - £32,046 pro rata;
Actual Salary: £22,220 - £24,105
Starting date: 4 January 2027

Underpinned by our '3 Guiding Principles' and '8 Conditions for Success', our vision is to empower future generations to follow their dreams and to build a society of which we can all be proud. To achieve our vision, it is imperative that we build an incredible team, who want to challenge themselves to think outside the box, be creative and work hard to achieve something special. Livingstone Academy not only provides an excellent education and high academic achievement, but goes the extra mile to best prepare our students for an ever-changing world.

We are seeking to appoint a dynamic, adaptable, and enthusiastic Primary Cover Supervisor to join our dedicated primary team. This permanent role is crucial to ensuring continuity of learning and maintaining high standards of behaviour across Reception, Key Stage 1, and Key Stage 2 during the short-term absence of teaching staff. The successful candidate will work under the direction of the Primary Leadership Team to deliver pre-set lessons, foster a calm and purposeful classroom environment, and ensure the safety and wellbeing of all pupils.

The primary focus of this role is whole-class supervision and classroom management. Responsibilities include introducing pre-planned learning activities clearly, assisting pupils with task comprehension, and keeping children focused and engaged throughout the lesson. You will be responsible for taking morning and afternoon attendance registers promptly using academy software, supporting pupils with Special Educational Needs and Disabilities (SEND) in line with their existing Individual Education Plans (IEPs) or EHCPs, and providing clear, constructive feedback to the class teacher regarding pupil progress, completed work, and behaviour at the end of each session.

A vital aspect of this post involves maintaining high expectations and supporting the wider life of the primary phase. You will consistently apply the academy's Behaviour Policy, managing low-level disruption calmly and positively to promote a culture of mutual respect. When cover is not required, you will play an active role in the wider school day, delivering targeted small-group or 1:1 interventions to accelerate academic progress, assisting with break and lunchtime supervision, supporting educational visits, primary assemblies, and school events, and helping to maintain tidy, well-organised learning environments and digital classroom resources.

The post holder must maintain the highest standards of professionalism and confidentiality regarding all aspects of academy life and pupil records. They must strictly comply with the academy's policies and procedures relating to Child Protection, Safeguarding, Health and Safety, and GDPR, reporting any safeguarding or pastoral concerns immediately to the Designated Safeguarding Lead (DSL) in line with "Keeping Children Safe in Education" (KCSIE) guidelines.

Livingstone Academy and Aspirations are committed to children's safety and safeguarding; DBS disclosure requirements will apply to this post. Aspirations Academies Trust and Livingstone Academy are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. Due to the nature of the

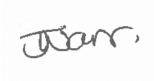
post and substantial access to children, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, and an Enhanced DBS check will be required.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check and satisfactory references. If you fit the qualifications above and are looking for a forward-thinking, innovative institution that embodies visionary leadership and embraces diversity, then LAB is the place for you!

Please do not hesitate to contact us. We would love to meet you and show you around our amazing Academy site. Please contact our office by email at **office@livingstone-aspirations.org** if you have any questions about this role.

I look forward to hearing from you and reading your application.

Kind regards,



Mrs Jennifer Warr
Associate Principal

JOB DESCRIPTION: PRIMARY COVER SUPERVISOR

Core Purpose
To supervise whole classes in the Primary phase during the temporary absence of teaching staff. The primary focus is to oversee work set by teachers, maintain high standards of behaviour, ensure pupil safety, and support a smooth, productive learning environment.

Key Responsibilities
Classroom Supervision & Learning Support

- Supervise pre-set work across Reception, Key Stage 1, and Key Stage 2.
- Introduce lesson instructions clearly, assist pupils with task comprehension, and keep them focused on their work.
- Take morning and afternoon class attendance registers promptly using academy software.
- Support pupils with Special Educational Needs and Disabilities (SEND), adhering to targets outlined in Individual Education Plans (IEPs) or EHCPs.
- Deliver structured 1:1 and small-group academic interventions, under the direction of teaching staff, to close learning gaps and accelerate pupil progress
- Collect completed work at the end of lessons and return it to the class teacher with detailed feedback on progress and behavior.

Behaviour & Classroom Management

- Maintain a calm, positive, and purposeful classroom atmosphere.
- Apply the academy's Behaviour Policy consistently using appropriate rewards and sanctions.
- Manage low-level disruption calmly and effectively, promoting high standards of behaviour and respect.

Wider Academy & Pastoral Duties

- Provide break time and lunchtime duty supervision as requested.
- Assist with educational visits, primary assemblies, or school events when cover is not required.
- Maintain classroom tidiness, equipment care, and digital resource setup.
- Follow all academy safeguarding, child protection, and health & safety procedures at all times.

Other Duties:

- To continue personal development as agreed at appraisal
- To engage actively in the performance review process
- To address the appraisal targets set by the line manager each Autumn Term
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To actively promote the academy's corporate policies
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the Academy's Dress Code
- Have regard for the need to safeguard students wellbeing in accordance with statutory provisions

General:
Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Conditions of Service
Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

Special Conditions of Service
Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate, the nature of such conviction/s.

Equal Opportunity
The post holder will be expected to carry out all duties in the context of and in compliance with the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

PERSON SPECIFICATION

Teacher	Essential	Desirable
Qualifications		
GCSE Grade C/4 or above in English & Maths (or equivalent).	Y	
Experience working with primary-aged children (school, club, or voluntary setting).	Y	
Level 2/3 Teaching Assistant qualification or Higher Level Teaching Assistant (HLTA) status.		Y
Paediatric First Aid certificate.		Y
Knowledge and skills		
Understanding of primary child development and learning needs.	Y	
Good classroom and behaviour management skills.	Y	
Good ICT literacy (Google Workspace, digital registers).	Y	
Familiarity with Primary National Curriculum structures.		Y
Knowledge of SEND strategies and EHCP support.		Y
Experience delivering small-group or 1:1 literacy and numeracy interventions		Y
Personal skills and qualities		
Warm, approachable, and patient demeanour.	Y	
Highly adaptable and resilient under pressure.	Y	
Clear and effective verbal and written communication.	Y	
Strong team player committed to inclusion and equal opportunities.	Y	
Ambition to pursue a future career in primary teaching.		Y