

Headteacher - Justin Bartlett

Castle Primary School
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POST: Cover Supervisor

Pay – Grade D, £28,697 - £31,573 FTE, £21,562.08 - £23,722.92 Actual pro-rata

Hours – 32.5 hours per week, 8:30am – 3:30pm Mon-Fri, Term time only

Contract – Permanent

Application closing date – Friday 9th October 2026

JOB DESCRIPTION

Duties and responsibilities

Support for Pupils

- To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities.
- Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to pupils' general queries and keep pupils on task.
- Provide 1:1 support for pupils with SEND or medical needs or who require additional support
- Lead small group interventions to support and enhance pupils learning

Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Support for Curriculum

- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from class teacher.

Support for School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertaking playtime or lunchtime supervision of pupils.
- In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.

- Participate in training and continuing professional development.
- Attend relevant school meetings as required.

PERSON SPECIFICATION

Qualifications and experience

- GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths
- First-aid training, or willingness to complete it

Experience

- Experience leading lessons and learning activities
- Experience working with children or young people in a school environment or other educational setting, ideally in a primary setting
- Experience working with children with SEND and medical needs

Skills and Knowledge

- Understanding of effective teaching methods
- Knowledge of how to successfully lead learning activities for a group or class of children
- Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
- Good literacy and numeracy skills
- Good organisational skills
- Ability to build effective working relationships with pupils and adults
- Knowledge of how to help adapt and deliver support to meet individual needs
- Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils
- Excellent verbal communication skills
- Active listening skills
- The ability to remain calm in stressful situations
- Knowledge of guidance and requirements around safeguarding children
- Good ICT skills, particularly using ICT to support learning

Personal Qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people