Herefordshire Council

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title:	**Post No:**	**Grade:**
Cover Supervisor	GEN42	HC5

Organisational information:

Responsible to:

Head Teacher (or other nominated person)

Professionally responsible to:
(where appropriate)

Dimensions:
(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)

Responsible for: No staff supervision responsibilities

Key relationships/Functional links with:
(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)

Internal: Teaching and support staff throughout the schools; staff within Children's Services.

External:

Main Purpose of Job:

To work under the instruction and guidance of the class-teacher(s) for whom you are providing cover.

To cover the absence of teachers by supervising and supporting classes of pupils whilst they carry out pre-set activities. These classes may be in any subject area and/or age range.

To manage the behaviour of pupils, in accordance with the School Behaviour Policy, whilst they carry out the task.

To ensure the safety of the pupils you are supervising.

Main Responsibilities / Accountabilities
The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

DATA QUALITY
Council staff
To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:

The jobholder will be expected to complete the responsibilities/accountabilities effectively.

- To liaise with the class teacher in order to understand what the learning activity is to be and what resources are required (e.g. worksheets, text books etc.). To ask questions of the teacher to ensure that you have a good understanding of what is required.
- To ensure that the necessary resources are available for the lesson (note: it is the teacher's role to produce the resources, but you may be asked to assist with their production, or to ensure there are sufficient copies available).
- To take registers (if required).
- To clearly explain to pupils what the task is, and what is expected of them. What equipment will they need? How much time do they have to do it? What should they have completed by the end of the session? To issue resources and explain how they are to be used.
- To refer to a nominated class teacher if the guidance of a teacher is required during the lesson.
- To answer any general questions that the pupils may have about the tasks, giving any assistance that is within the Cover Supervisor's capacity.
- To manage the behaviour of pupils, in accordance with the School Behaviour Policy, whilst they carry out the task.
- Through encouragement and praise to maintain the pupils' self-esteem.
- To ensure that the learning environment is a positive one.
- To work effectively with any other teaching assistants present.
- To collect the completed work and any issued resources from pupils and return them to the class teacher.
- To manage pupils whilst they enter and leave the classroom, in accordance with school policy and practice.
- To communicate effectively with the class teacher.
- To ensure that you have a good knowledge of the school's safety policies e.g. what to do in case of a fire etc.
- To use initiative, within school guidelines/practice, in dealing with incidents.
- To keep straightforward records, where required.
- To attend staff meetings, where required.
- To raise any concerns at an early stage with the class teacher and/or head teacher.
- To demonstrate a commitment to on-going personal and professional development by attending relevant courses and sharing good practice with others.
- May be required to undertake safeguarding training at appropriate level to the role.

Other information:

- Disclosure type: enhanced.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.

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Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Date Job Description last reviewed:	September 2025

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GENERIC PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

Job Title: Cover Supervisor	Post No: GEN42	Grade: HC5

All candidates will be considered on their ability to meet the requirements of the person specification	**Essential criteria**	**Method of Assessment***
Experience	• Experience of working with children of a relevant age in a learning environment • Experience of managing behaviour	Application Form Interview
Skills and Abilities *Including personal attributes*	• A confident and effective communicator • The ability to work methodically • The ability to use own initiative • Confidence and competence in managing the learning and behaviour of a whole class • The ability to relate well to pupils and staff • A calm but authoritative manner with pupils • The ability to follow and apply the teacher's instructions and clearly explain these to pupils	Application Form Interview
Qualifications and Training *including professional qualifications*	• Certificate in Learning Support (or an equivalent qualification) • Have attended relevant training (e.g. behaviour management) • Willingness to undertake further training, as appropriate • GCSE English and Maths Grade 4-9 (A*-C) or equivalent. • British regulated qualification framework level 2 and above or • International English language testing system (IELTS) score of 5.0	Application Form Interview **Fluency Duty** - The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

Other Factors *e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.*	• Commitment to working with young people • Willingness to learn and work in support of the school's guidelines, policies (e.g. safety policy) and the inclusive ethos of the school • Have a commitment to on-going personal and professional development by having a willingness and ability to attend relevant courses and share good practice with others • Police clearance	Interview DBS Check

Date Person Specification last reviewed	September 2025