

Appointment Brief

**COVER SUPERVISOR**  
**(FIXED-TERM: 2025-2026**  
**ACADEMIC YEAR)**

All different, all together, all Icknield



Dear Applicant,

Thank you for your interest in joining Icknield Infant and Nursery School.

Icknield is an amazing place! We value every individual and we are extremely proud to provide a safe, inclusive and caring environment where all our children, parents, staff and governors feel valued and respected. We want everyone to enjoy coming to our school.

We are looking for the very best staff to join our professional, dedicated and friendly team who are committed to supporting every child's learning. We recognise that our staff members are key to the school's success and we are supportive of promoting wellbeing and providing high quality training and mentoring.

Take a look at our website at [www.icknieldinfants.herts.sch.uk](http://www.icknieldinfants.herts.sch.uk) to gain an insight of our school life and please contact us on 01462 620406 or [admin@icknieldinfants.herts.sch.uk](mailto:admin@icknieldinfants.herts.sch.uk) if you would like to discuss the opportunity in more detail. Visits are warmly welcomed and can be organised via the school office.

We look forward to meeting motivated candidates interested in this important and exciting role.

With my very best wishes,

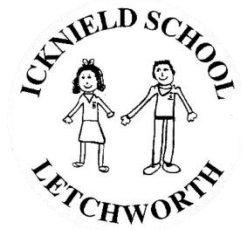
Alie Collins

Headteacher



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## About Our School



Icknield Infant and Nursery School is a friendly and welcoming community school located in Letchworth Garden City for children aged 3 to 7. It was opened in 1954 in a purpose-built building. We have nine large classrooms and an attached nursery full of up-to-date resources, all used to make learning fun.

We are particularly proud of our extensive school grounds which provide many different environments to support learning: an allotment area, forest area, well equipped play areas and our big red Library bus, which provides an inspirational and unusual reading area.

At Icknield, we aim to provide creative and exciting lessons for our children within a safe and caring environment. Ofsted reported that our children 'love learning'. We continue to nurture this love of learning through a well-planned curriculum with personal, social and emotional development at its heart.

The school is an equal opportunities employer and is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.





## About the Role

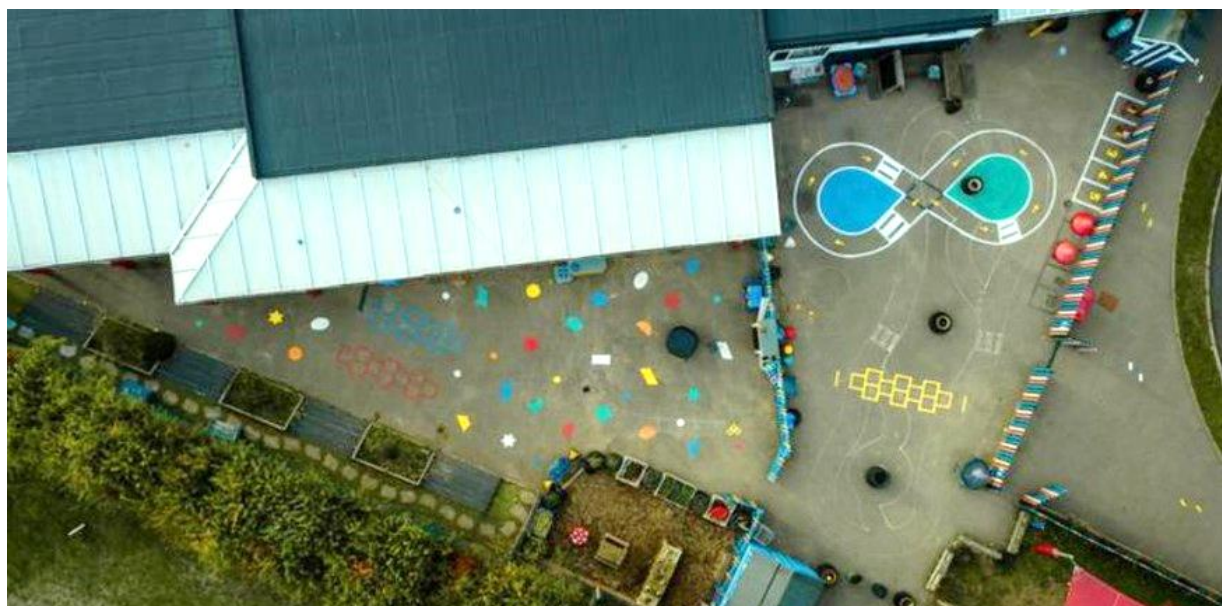
We are looking to recruit a talented and motivated Cover Supervisor to become a valued member of our caring and friendly team at Icknield Infant and Nursery School.

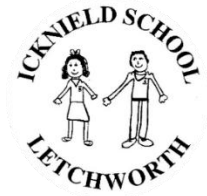
The ideal candidate will be experienced, enthusiastic and committed to enable every child to achieve their very best. We are committed to the safeguarding of children and expect all staff to share that commitment.

This is a term-time only position (32.5 hours per week), starting as soon as possible. Due to the nationally declining pupil numbers, our school reduced from a 3-form to a 2-form entry school. Therefore, this is a **fixed-term role** for the **2025 to 2026 academic year** in the first instance.

## Key Information

JOB TITLE	Cover Supervisor
LINE MANAGER	Deputy Headteacher
PAY RANGE	H4 (£25,183 - £26,409) (pro-rata to hours worked)
APPLICATION CLOSING DATE	9.00am, Monday 14 <sup>th</sup> July 2025
SHORTLISTING DATE	Monday 14 <sup>th</sup> July 2025
INTERVIEW DATE	Week commencing Monday 14 <sup>th</sup> July 2025
START DATE	Induction on 3 <sup>rd</sup> September 2025; first working day on 4 <sup>th</sup> September 2025





## Job Description: Cover Supervisor

### MAIN PURPOSE

To supervise whole classes undertaking pre-prepared activities provided by a teacher during the short-term absence of a classroom teacher. The primary focus is to maintain order and to keep pupils on task.

### KEY RESPONSIBILITIES

1. Supervise pre-prepared activities and self-directed learning in the short-term planned/ unplanned absence of teachers to provide continuity of learning for pupils.
2. Prepare the classroom/ outside areas for lessons, ensuring that resources are available and cleared away at the end of the lessons as appropriate.
3. Manage the behaviour of pupils whilst they are undertaking work.
4. Collect any completed work after the lesson and return it to the appropriate teacher.
5. Report back as appropriate using agreed referral procedures on the behaviour of pupils during the class, and any issues arising.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

### JOB CONTEXT

- The job is to provide cover for whole classes during the short-term absence of a teacher. The teacher may be absent on sick leave or to participate in professional development or to attend a meeting, or to allow time for planning, preparation or assessment.
- Works under the general direction of a teacher. Makes independent decisions about the management of pupils undertaking pre-prepared learning activities referring complex decisions to a teacher.
- Supervises pre-prepared learning activities to groups, classes of pupils assessing behaviour and ensuring continuity of learning in the absence of a teacher.
- Responsible for the safety and wellbeing of pupils in classroom.

### KNOWLEDGE, SKILLS AND ABILITIES

- Working at or towards the national occupational standards (NOS) in Supporting Teaching and Learning reflected in the mandatory and relevant optional units of the level 3 NVQ and Level 3 diploma in specialist support for teaching and learning on the Qualification and Credit Framework or equivalent experience.
- Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
- Knowledge of procedures for supervising pre-prepared learning activities, providing feedback.
- Specialist knowledge of behaviour management and training in behaviour management techniques.
- Resolves problems in relation to pre-prepared learning activities and pupil behaviour.
- Communicates with pupils to undertake pre-prepared learning materials and supervise self-directed learning.
- Requires developed skills to motivate and stimulate learning and ensure appropriate behaviour.
- Some demand for precision. Setting up and use of educational equipment and/ or keyboard skills.

### SUPERVISION

- The jobholder will usually be managed by a member of the school's senior management team but may work with several teachers.
- Works under the general direction of a teacher. Makes independent decisions about the management of pupils undertaking pre-prepared learning activities referring complex decisions to a teacher.
- May demonstrate own duties to new or less experienced staff.

### PHYSICAL EFFORT

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

### WORKING ENVIRONMENTS

- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

### PERSONAL CHARACTERISTICS

- Resilient, motivated, enthusiastic and forward thinking.
- Ability to demonstrate, tact, diplomacy, warmth and empathy.
- Co-operative, flexible and responsible.
- Strong interpersonal skills.
- Commitment to high standards.
- Commitment to maintaining confidentiality at all times.
- Commitment to equality.
- Commitment to continued personal development.

### SAFEGUARDING

- Recent Safeguarding level 1 training.
- Knowledge and understanding of child protection and safeguarding policies and procedures, including current legislation and guidance in relation to working with and protecting children and young people.
- A commitment to the protection and safeguarding of children and young people.
- Co-operation with relevant agencies to protect children and support families.

The jobholder will be expected to follow the school's policies and procedures at all times. The job description will be reviewed annually during the Performance Management Review process. The position is subject to the satisfactory completion of a probationary period of six months.





## Current Employee Benefits



Membership of the Teacher's Pension Scheme / Local Government Pension Scheme



Financial Wellbeing Coaching



CPD opportunities



Occupational Health



Stress Management Support



Mental Health First Aid Training



Counselling and Bereavement Support



Men's Mental Wellness Support



Menopause support services



24/7 GP Service



Nurse Support Service



Free flu vaccine



Surgical Assistance Programme



Physiotherapy Sessions



Maternity and Paternity Support



Free on-site parking



Organised social events





## How to Apply

The recruitment process will be managed by the School Business Manager in line with the latest guidance on safer recruitment. Please apply online at [www.teachinherts.com](http://www.teachinherts.com). The application form is located within the live jobs area of the school's profile: [https://www.teachinherts.com/find-a-job/school,icknield-infant-nursery-school\\_14.htm](https://www.teachinherts.com/find-a-job/school,icknield-infant-nursery-school_14.htm).

Please note that our safeguarding requirements and practices mean we are only able to consider complete applications submitted using our official application form (we cannot accept CV applications). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Please include all the training you have completed, particularly anything that has helped to prepare you for this role.

When completing the 'personal statement' section, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

## REFERENCES

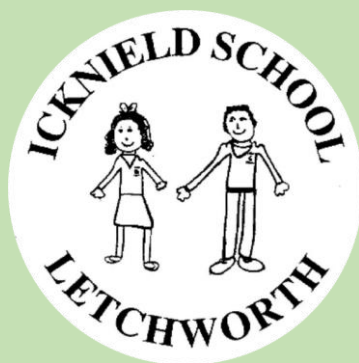
Please ensure your referees are aware of your application and that they are able to provide a swift turn around. One referee must be from your current employer. If you are not currently working with children, please include a referee from the last time you worked with children. References must be completed by a senior person with appropriate authority (confirmed by the Headteacher/Principal for school settings). Please provide official organisation email addresses for us to contact.

## ADDITIONAL INFORMATION

Icknield Infant and Nursery School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check and safer recruitment checks including satisfactory references and a health check. Online searches may be carried out on shortlisted candidates as part of due diligence checks. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and join us.

Prospective candidates are encouraged to submit their application as soon as possible as we reserve the right to close the advert early should we feel able to appoint an appropriate candidate.






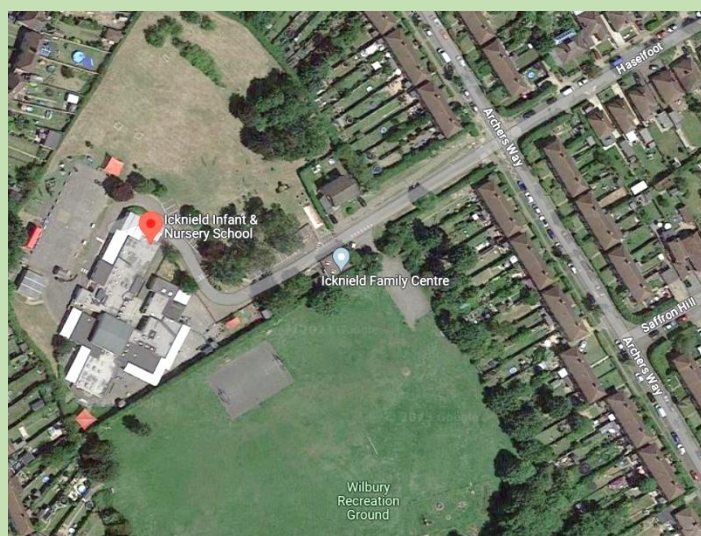
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W. [www.icknieldinfants.herts.sch.uk](http://www.icknieldinfants.herts.sch.uk)

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