



South Charnwood High School

'encouraging excellence, valuing people'



Cover Supervisor

(part time or job share would be considered)

Application Pack



Cover Supervisor

Post: Cover Supervisor

Hours: 34.5 hours per week (part time or job share will be considered)

Salary: Grade 7 - FTE £27,718 to £29,075 (Actual Salary £22,118 to £23,722)

Contract: Permanent, Term time plus 1 week (39 weeks)

Start: As soon as possible

We are seeking a reliable and enthusiastic person to become a cover supervisor at our highly successful school. We'd love to hear from you if:

- You are passionate about making a real difference in the lives of young people
- Think you can motivate and support young people to fulfil their potential
- Are friendly and self-motivated

Maybe you're:

- Looking for a flexible role to fit around family life?
- Considering a new career in teaching or education?
- An existing Learning Support Assistant ready for your next step?

We can offer you the chance to develop your talents in school with:

- An empathetic and caring staff team
- Highly motivated, responsive pupils
- A secure safeguarding culture
- A strong ethos of supportive professional development including, if desired, guidance, mentoring and support to enter into a teaching career

In addition, we offer:

- Cycle to Work Scheme
- Free flu vaccination
- Free parking
- Generous employer pension contributions

To apply for this role please complete the application form on eteach. If you have any questions, please telephone 01530 242351 or email: recruitment@southcharnwood.org

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential

Closing date for applications: 9.00am, Monday 26 October 2026

'South Charnwood High School - Committed to Safeguarding Children and Young People.'

Letter from the Headteacher

Dear Applicant

Thank you for taking interest in the post of Cover Supervisor at South Charnwood High School. I hope you find the following details informative as you consider the opportunity of joining our very successful school.

At the heart of my educational philosophy is a conviction to ensure that every child achieves their full potential; academically, socially, morally and personally. We have a duty to provide an outstanding and exciting curriculum that strives for excellence so that no pupil underachieves. Pupils should be given opportunities to take responsibility for themselves and their own learning. Our young people deserve expert care, support and guidance from staff, parents and the wider community to help them make informed decisions. Every pupil must feel able to develop their own unique personal qualities, to develop high self-esteem, self-worth and self-respect as they become the young adults of the future. We have very high expectations of both staff and pupils.

The school is oversubscribed and pupils are highly motivated to succeed. The last OFSTED inspection (Dec 2024) stated that "Pupils achieve well and respond well to the school's high behaviour expectations. Pupils feel safe and cared for. They know who they can turn to if they need help or support. They are guided by the '3 Ps' to be polite, prepared and productive. There are few disruptions to learning. Staff deal with any poor behaviour consistently and fairly."

The Cover Supervisor role is a member of the School Classroom Support Team who is appointed in the absence of a class teacher, to deliver a pre-prepared lesson ensuring that in doing so the pupils' development is continued and maintained. This is a perfect role for someone aspiring to be a teacher and we will be able to support/develop you.

At South Charnwood, we invest in the continued professional development (CPD) of all of our colleagues. Our CPD programme focuses on whole school priorities based on research, best practice and our excellent links with other schools.

We are totally committed to raising aspirations and achieving fantastic outcomes for all pupils. Our young people are names not numbers. Therefore, we are seeking to appoint an enthusiastic and dynamic person to build on the achievements of the past and support the school to further outstanding success in the future. If you have the desire to work hard, believe in a holistic approach to education and want to transform lives, with the full support of experienced colleagues, then this is a very exciting opportunity. I look forward to receiving your application.

Simon Andrews

Sept 2026

Job Description

Post Title	Cover Supervisor
Overall responsibility	To deliver pre-prepared lessons in the absence of the class teacher ensuring that pupil's development is continued and maintained
Reporting to:	Cover Manager and Deputy Headteacher
Liaising with:	Teaching staff
Salary/Grade	Grade 7 FTE £27,718 to £29,075 (Actual Salary £22,118 to £23,722)

Main duties and responsibilities

Core Activities

- In the absence of a teacher, provide supervision of a class of pupils.
- Be solely responsible for a class of pupils during lesson time.
- Liaise with teachers and/or pastoral staff with regard to the work set for a class.
- Communicate the work set by the class teacher to the pupils.
- Respond to any questions from pupils about process and procedures.
- Motivate pupils to complete their tasks.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.
- Be responsible for classroom management and organisation including implementation of an effective behaviour policy reporting back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising.
- Provide necessary support to pupils which may include literacy, numeracy and organisational skills.
- Ensure the health, safety and welfare of pupils supervised.
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Invigilate examinations.
- Accompany teaching staff and pupils on educational visits if required.
- Support teachers in classrooms, or withdraw small groups if not required to supervise whole classes.
- Undertake appropriate duties as required.

Support the School by

- Being aware of, and upholding the school's policies and procedures, and when appropriate contribute to the development of them.
- Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- Participating in appropriate school-based meetings and training activities.
- In accordance with the school's guidance and policies providing comfort and immediate care in case of minor accidents and upsets – reporting serious problems to the appropriate person for action.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post including in-class support and help with general clerical/administrative duties.

Knowledge and Skills

A Cover Supervisor would be expected to already have or be able to develop:

- Sufficient understanding to support pupils' learning, and be able to acquire further knowledge to contribute effectively and with confidence to the classes in which they are involved.
- Understanding of the aims, content, and intended outcomes for the lessons in which they are involved, and understand the place of these in the related teaching programme.
- Awareness of the statutory frameworks relevant to their role.
- Knowledge of a range of strategies to promote good behaviour.
- Willingness to undertake personal and/or professional development training.
- Experience of working with pupils of a relevant age.
- Flexibility, responsiveness, tact and discretion.
- Ability to work under pressure.

As this job is designated as a 'regulated activity' an enhanced DBS check with Barred list check is essential and will be paid and applied for by the school.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.

Expenses will be paid in accordance with the Local Conditions of Service.

South Charnwood High School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Sept 2026

PERSONNEL SPECIFICATION – COVER SUPERVISOR

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>	<u>Where?</u>
Qualifications & Professional Development		English GCSE Maths GCSE A levels or equivalent First aid qualification	Application form Application form
Experience/Skills	Good literacy and numeracy skills Excellent personal skills Ability to communicate effectively with pupils, colleagues and a variety of other contacts Organisation and time management skills Understanding of the need for confidentiality	Experience of working in a school or of working with children or young people	Application form/Reference Interview/Reference Interview/Reference Interview/Reference Application form/Reference/Interview
Knowledge	Evidence of good general knowledge	An understanding of health and safety issues and ability to identify and alert teaching staff to unsafe practices or conditions in teaching areas How schools and colleges operate	Interview Application form/Interview
Motivation	Self-motivated, ability to work with minimum supervision and within the context of supporting teaching staff		Application form/Interview

	Ability to use initiative Ability to be calm whilst working under pressure Flexible, prepared to adapt to the demands of school life		Reference/Interview Reference/Interview Interview/Reference
Temperament	Friendly manner Evidence of a sense of humour, commitment and enthusiasm Ability to form good working relationships		Interview/reference Interview Reference

Sept 2026