

The people behind  
the magic.



JOIN OUR TEAM



## Cover Supervisor

**Salary:** Band F, NJC points 16-19. **Actual Salary:** £8,427 - £8,854 per annum \*Pending April Pay Award.

**Contract:** Fixed Term for 12 months, term time only plus 2 days.

**Hours:** 12 hours per week. Monday and Tuesday 08:15 -14:45.

**Closing Date:** Friday 11th September 2026 at 9am.

**Start Date:** As soon as your notice allows.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



THE SCHOOL

# CHARACTER BUILDING SINCE 1712



Welcome to The Brooksbank School, where we have a rich and long history of serving the community of Elland. We are proud to be the second largest comprehensive high school in Calderdale, with 1700 students who are at the heart of everything we do. Our school has maintained its own sixth form centre, providing our students with continuity and the opportunity to achieve their full potential.

At Brooksbank, we are fully committed to academic excellence and strive to provide the best possible education for our students. Our school consistently ranks highly among the top non-selective schools in Calderdale. However, we also believe that true accomplishment goes beyond academic success. That's why we encourage our students to pursue their passions in the arts, sports, media, and community work, which will shape them into future leaders.

We are excited to share that 2022 marks a new chapter in our school's journey as we joined the Together Learning Trust. This move provides us with the opportunity to further improve our school and continue our mission of providing an excellent education for every student, every day. As part of a committed and supportive staff team, you'll find opportunities here to shine and represent the #spiritofbbs.

We invite you to become a part of our school community, where you will be welcomed with open arms. At The Brooksbank School, you'll find a warm and nurturing environment that encourages personal growth and fosters a sense of belonging. Join us on this exciting journey and be a part of something truly special.



*There are increasing numbers of 'success stories' for pupils who now engage successfully with their learning as a result of the support they receive*

**- OFSTED REPORT 2022**

## EXPLORE MORE



[www.thebooksbankschool.co.uk](http://www.thebooksbankschool.co.uk)



thebooksbankschool



@thebrooksbank



# When schools collaborate, incredible things happen.

**Together Learning Trust** is a thriving group local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

**DAVID LORD, CHIEF EXECUTIVE OFFICER**



*"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."*

**- DAMIAN BALL**

**Assistant Headteacher, The Brooksbank School**

EXPLORE MORE



[www.togetherlearningtrust.co.uk](http://www.togetherlearningtrust.co.uk)

**Together**  
Learning Trust

## THE JOB

# Cover Supervisor

Are you passionate, enthusiastic and dedicated when it comes to delivering lessons to students? Do you recognise yourself as having strong communication skills, patience and understanding? Are you a strong team player who can help to secure outstanding outcomes for all students in a safe, vibrant, and happy school? If this sounds like you, we'd love to hear from you.

### What we're looking for

Someone with:

- Experience as a classroom practitioner.
- Relevant experience in secondary schools.
- Good ICT skills.
- Vision, flair and creativity as well as the energy and determination to bring about change.
- A strong team player ethic, who works effectively with young people, colleagues and the wider community.
- The energy, stamina and commitment to make a difference and create the best possible educational opportunities for the young people at Brooksbank School.

### What the role involves in a nutshell:

- Supervising whole classes during the short-term absence of their teacher. The focus of such cover will be to deliver the lesson their teacher had planned, respond to questions, assist students to undertake the activities and stay on task and maintain order.
- Supporting individuals and groups of students to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- Support teaching staff with general administration under the direction of the Cover Manager.

### What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Working as part of a creative and supportive team who want the best for all students.
- Free Parking.
- Cycle to Work scheme.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

## ROLE PROFILE | Cover Supervisor

|                         |                                                     |
|-------------------------|-----------------------------------------------------|
| <b>Accountable to:</b>  | Cover Manager                                       |
| <b>Accountable for:</b> | N/A                                                 |
| <b>Job Family:</b>      | Support Specialist                                  |
| <b>Salary:</b>          | Band F, NJC 16-19                                   |
| <b>Hours:</b>           | 12 hours per week, Part-time, Term Time plus 2 days |

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### CORE PURPOSE

Be committed to delivering high quality performance each day to ensure our students and schools thrive. Be an ambassador for our Trust, its schools and students, always living by our values and expected behaviours and leading by example. Demonstrate credibility by consistently applying the technical expertise required for the role.

To provide high-quality classroom supervision during short-term teacher absence, ensuring continuity of learning and high standards of behaviour. The Cover Supervisor promotes a safe, orderly and inclusive learning environment in which all pupils remain engaged in meaningful work, supporting the school's commitment to high standards, safeguarding, and positive outcomes for all learners.

### KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

#### Support for Teaching and Learning

- ✓ Supervise whole classes during teacher absence, ensuring set work is delivered as planned and completed by students.
- ✓ Provide targeted support for identified students, including those with SEND, enabling them to access and complete set tasks in line with their peers successfully, and provide timely feedback to teaching staff and the SENDCo.
- ✓ Provide additional support in lessons for students, as required, under the direction of the Cover Manager.
- ✓ Build positive relationships with students, colleagues and external partners to maintain great communications.
- ✓ Support the effective organisation of daily cover arrangements, ensuring information is distributed accurately and on time, contributing to minimal disruption to teaching and learning.
- ✓ Complete assigned administrative tasks accurately as directed and within agreed deadlines, such as ensuring resources are prepared, completed and available to support the school.

#### Behaviour, Safeguarding and Wellbeing

- ✓ Support the implementation of the school behaviour policy and reinforce expectations consistently.
- ✓ Support supervision duties before/after school, at breaks and on trips.
- ✓ Ensure all students are safe through timely escalation of safeguarding concerns in line with school policies and procedures.

## EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#)

## PERSON SPECIFICATION

| Experience and Qualifications Required                                                          | Essential | Desired |
|-------------------------------------------------------------------------------------------------|-----------|---------|
| Educated to degree level or HLTA qualification (or equivalent relevant professional experience) | ✓         |         |
| Experience working with young people and communicating effectively with them                    | ✓         |         |
| Previous experience Tutoring young people aged 11 – 16                                          |           | ✓       |
| Experience supporting improved student outcomes                                                 |           | ✓       |
| Experience delivering curriculum content                                                        |           | ✓       |
| Technical Skills Required                                                                       |           |         |
| Strong written and verbal communication and good ICT skills                                     | ✓         |         |
| Ability to follow lesson plans, seating plans and deliver inclusive lessons                     | ✓         |         |
| Effective organisational and planning skills                                                    | ✓         |         |



A background image showing a large group of children in a classroom, all with their hands raised in the air, suggesting an active learning environment or a voting session. The children are wearing dark blue school uniforms.

## HOW TO APPLY

# Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we would be delighted to hear from you. Please contact Rebecca Gvozdenko, our Leadership Co-Ordinator via [r.gvozdenko@brooksbank.TLT.school](mailto:r.gvozdenko@brooksbank.TLT.school) . (please note our school is closed and emails will not be answered until 1<sup>st</sup> September 2026).

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

## SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.