



# Castle Donington College

## Cover Supervisor

37 hours per week  
39 weeks per annum (term time)  
Scale 4, Points 9 – 12: £26,409 -  
£27,711 pro rata



Applicant Information Pack

# Cover Supervisor

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Dear Applicant,

Thank you for your interest in the post of Cover Supervisor at Castle Donington College. I hope the enclosed pack will be of interest to you and I look forward to receiving your completed application. This is a support staff role working closely with our students and we encourage applicants who have experience of, or who are looking for a career in teaching or an educational setting to apply.

Castle Donington College is a small 11-16 school. We have 640 pupils on role across five-year groups (Years 7 to 11). The College is situated on the Northwest edge of Leicestershire on the Leicestershire, Derbyshire, and Nottinghamshire border and within 30 minutes' drive of Nottingham, Derby, Leicester, Loughborough and Burton, being close to the M1 and A50.

In June 2024 we received an Ofsted rating of 'Good' and we are very proud of our community and the pupils we serve. We chose to join the East Midlands Education Trust, a successful and thriving partnership of high achieving schools in January 2022. We have high aspirations for everyone in our community whether pupil or staff. We are therefore seeking to appoint a Cover Supervisor who has a clear desire to contribute to the future success of the College and to support our young people to become the best they can be.

We are looking for an individual who will embrace the ethos of the College and who will facilitate high quality learning across the curriculum in the absence of the regular teacher. The successful candidate will be able to assist and supervise students in all year groups throughout the school day; supporting classes and delivering work set by our teaching staff. A cover supervisor's primary duty at Castle Donington College is to maintain good order to ensure students are on task and learning can take place.

Responsibilities include:

- Taking responsibility for groups or classes of students in the short-term absence of their usual teacher
- Supervising learning and supporting with tutor time activities,
- Managing the behaviour of students to ensure a productive and positive learning environment exists
- Co-ordinating the collection and organisation of appropriate resources needed to effectively deliver cover lessons
- Supporting students in small groups or individually, as required
- Working with teachers to understand, develop and share best practice in the delivery of high quality teaching and engaging students across a range of curriculum areas
- Ensuring opportunities are taken to develop positive relationships, build confidence and celebrate success with students

We are therefore seeking an individual who:

- Likes young people and is excited about working with them
- Will be an excellent role model for our students
- will encourage and inspire students to achieve their best
- will reinforce our culture of high aspirations and expectations
- has excellent organisational skills
- has excellent interpersonal and communication skills
- is innovative and able to think on their feet
- shows a commitment to safeguarding and the pastoral care of young people
- demonstrates a positive attitude towards learning and achievement

All our staff work collaboratively to support each other, share best practice and drive school improvement. In a recent staff survey 100% of respondents said that Castle Donington College was a good place to work.

We are committed to a happy, purposeful and secure environment that provides the opportunity for all to grow and develop. Our staff are highly valued, well regarded and fully supported. We can offer a coherent programme of induction and we have a strong commitment to professional development. Your development will be a key priority for us, regardless of your experience.

The job description and person specification will give you further details about what we require. We welcome and encourage prospective candidates to come and visit, to meet our staff and pupils and to experience first-hand the ethos and values of the College. If you believe you have the skills and qualities to help us continue to be successful, then I look forward to receiving your application. Details of how to apply can be found overleaf.

I look forward to receiving your application.

Yours faithfully,

Vicki Beeby  
Principal



Appointment of	Cover Supervisor
Closing Date for Applications	13/12/2024 at 9am
Interview Date	TBC
Start Date	As soon as possible

To apply:

- Download an application form from East Midlands Education Trust website [www.emet.uk.com/vacancies](http://www.emet.uk.com/vacancies)
- On the application form, please focus on a detailed 'supporting statement' considering the person specification and indicating why you would be the best person for us to recruit to this position. Set out your experience to date and what you feel you can contribute to the post; include information about your current expertise and experience. CVs will not be accepted.
- Please send completed applications forms to [recruitment@emet.uk.com](mailto:recruitment@emet.uk.com) by the closing date

Castle Donington College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Safeguarding checks will be undertaken during the recruitment process.

We welcome applications from all who feel they have the qualities to contribute to this School regardless of age, gender, ethnicity or religion.

**Please be aware, as the applicant, you are responsible for ensuring your application reaches us before the deadline/closing date. Late applications will not be accepted.**

## Cover Supervisor Job Description

<b>Job Title:</b>	Cover Supervisor	<b>Reporting to</b>	Vice Principal
<b>Department:</b>	Cover Team	<b>Salary Grade</b>	Scale 4, Point 9 -12: £25,119 - £26,421 pro rata
<b>Contract</b>	Part time permanent	<b>Normal Hours</b>	37 hours per week, 39 weeks Term time

### Safer Recruitment Statement

Castle Donington College is committed to safeguarding and promoting the welfare of pupils and young people and expects all staff and volunteers to share this commitment. This post is subject to a number of checks being carried out including References and an Enhanced level check by the Disclosure & Barring Service regarding any previous criminal record.

### Equality Statement

Castle Donington College 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 Disability Discrimination Act 1995 and the Equality Act 2010 to accommodate a suitable disabled candidate.

### Responsibilities of all Staff:

- To make the education, safety and happiness of the pupils in the College your primary purpose
- To ensure the need to safeguard pupils' well-being is understood and followed in accordance with statutory provisions and in line with College procedures
- To promote the College aims values and ethos and to abide by policies and procedures in all situations
- To maintain high standards of punctuality and attendance
- To act as a role model by demonstrating a professional level of dress, appearance and behaviour
- To treat all members of the College community (staff, pupils, parents, Governors and visitors) with respect and dignity and at all times observe proper boundaries
- To know and always act within the statutory frameworks which set out your professional duties and responsibilities
- To show a tolerance of and respect for the rights and beliefs of others. To ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law and do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- To participate and engage fully in relevant college-based meetings and training activities, within contracted hours, including the appraisal process
- To respond speedily and appropriately to parental concerns, as appropriate to the role

### Specific Responsibilities and duties of a Cover Supervisor at Castle Donington College

The main purpose of the role is to supervise a prepared lesson in the absence of a class teacher, ensuring that in doing so, the students' learning and development is continued and maintained.

To carry out the duties listed below.

- In the absence of a teacher provide supervision of and be solely responsible for a class of students during lesson time.
- Manage the behaviour of students to promote and maintain order and a calm working environment for all students, including implementation of the school's behaviour policy.
- Report back as appropriate on the behaviour of students during lesson, and any issues arising, using the school's agreed referral procedures.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom and the school.
- Ensure the health, safety and welfare of students is maintained at all times.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.

- Liaise with teachers and other relevant professionals regarding the work set for the class; feedback to include appropriateness, amount of work completed and response of students.
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to class completion, including homework (collecting and setting).
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure all students are engaged on the set task.
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.
- Provide comfort and immediate care in case of minor incidents, and report serious incidents to the appropriate person for action, in accordance with the school's guidance, policies and procedures.
- Collect any completed work after the lesson and return it to the class teacher or Head of Department as appropriate.
- Work closely and productively with all members of the Cover Team
- To provide support in lessons when not covering.
- To invigilate examinations as appropriate.
- Accompany teaching staff and students on educational visits.
- To supervise a lunchtime club where cover commitments allow.
- To run and supervise a homework club or other similar after-school activity.
- To undertake all associated paperwork and administration for the role.

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 in themselves justify a reconsideration of the grading of the job. This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

May 2024

## Person Specification- Cover Supervisor

	Essential / desirable
<b>Experience</b>	
Experience of working in an educational setting	D
Experience of working successfully with young people	D
Experience of teaching, coaching, tutoring	D
<b>Skills and Knowledge</b>	
Ability to manage behaviour, promote and maintain order and establish a calm working environment	E
Ability to inspire, motivate and enthuse young people	E
Ability to develop positive relationships and relate well to young people	E
Ability to deliver information in a way that students of all abilities can access and learn	E
A good working knowledge of and ability to use ICT effectively to support learning	E
Ability to show sensitivity and objectivity in dealing with confidential issues	E
Effective organisational skills including the ability to meet deadlines	E
Knowledge of creative solutions to meet the needs of all children	E
Knowledge of the range of contexts and experiences young people face	D
Understanding of principles of child development and learning processes	D
<b>Personal attributes</b>	
Genuine desire to work with, support and help young people	E
A positive outlook, well-motivated, enthusiastic and energetic	E
Commitment to own professional development	E
Self-awareness, empathy, ability to manage feelings in a professional way	E
Able to work well under pressure manage time effectively and prioritise workloads	E
Commitment to supporting the full life of the College	E
A sense of humour and patience, particularly when facing difficult and challenging situations	E
Ability to work flexibly and in a responsive way, respond proactively to unexpected situations	E
Ability to with act with tact, integrity and discretion	E
Reliability	E
Able to demonstrate resilience, motivation and commitment to driving up standards	E
<b>Qualifications</b>	
GCSE grade 5+ ( A* to C pass or equivalent or NVQ Level 2) in Maths/numeracy and English/literacy	E
A' levels, L3 and /or qualified to degree level or above	D
Right to work in the UK	E
Understanding of safeguarding and child protection	E
Evidence of training or qualifications relevant to this post, including First Aid training	D
Demonstrate very good competence in numeracy, literacy	E
Excellent communication skills	E