



ARNEWOOD
SCHOOL

Cover Supervisor

Application pack



Welcome to **ARNEWOOD SCHOOL**

I would like to thank you for your interest in the role of Cover Supervisor at The Arnewood School, part of Bourne Education Trust (BET). We look forward to learning more about you and to sharing more about our schools, our wider trust community, our ambitious aims and our remarkable colleagues and pupils.

Located in New Milton, on the edge of the New Forest, The Arnewood School is a highly aspirational secondary school with a Sixth Form provision which fosters a calm, supportive and inclusive environment and harnesses strong, positive relationships among students, staff, and parents.

As a Trust, we believe in shared values and culture, but all of our schools have a distinct identity which is reflected in their curriculum and teaching approaches. We firmly reject a 'one size fits all' approach but instead work on sharing our best practice and ideas with one another. This year our Trust-wide priorities are around digital technology, environmental sustainability and social justice; our staff have numerous ways to interact with these. You can read our Trust strategic plan [here](#).

Our schools have their own budgets along with stable and dedicated teams that are highly talented and committed, not only to academic progress and achievement, but also to equipping our pupils with the skills they need to succeed in finding purpose and joy in their lives. There is a wealth of experience in the Trust's central team to draw on for support in education, recruitment, marketing, HR, finance, capital projects and IT.

We hope this application pack will give you an insight into our organisation and look forward to welcoming you when you visit The Arnewood School.

For more information on what Arnewood School has to offer, please visit our [website](#) or contact the school on 01425 625 400 to arrange a visit.



A handwritten signature in dark ink that reads "Anderson".

Jamie Anderson
Headteacher



Why choose **ARNEWOOD SCHOOL** and **BET?**



✓ **GENEROUS WORKPLACE PENSION**
Local Government Pension Scheme for colleagues



✓ **CONDENSED SCHOOL YEAR**
We offer a condensed school year with a **two week half term** in October.



✓ **CPD & RECOGNITION POLICIES**
Defined career pathways, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



✓ **WORK-LIFE BALANCE**
Flexible working where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



✓ **HEALTH AND WELLBEING SUPPORT**
24/7 online GP , EAP, free online fitness classes, flu vaccinations and **eye tests, cycle to work** scheme & occupational sick pay



✓ **STAFF BENEFITS PLATFORM**
Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Group*



✓ **FREE PARKING**
Free on-site parking is available at Arnewood School





Job DESCRIPTION

ROLE INFORMATION

Job title: Cover Supervisor

Location: New Milton

Contract: Term time, Permanent

Hours: 19.5 hours per week , 37 weeks per year. Flexible working hours can be considered.

Salary: Band C – £26,018 – £27,111 FTE, actual £11,128 – £11,595

Responsible to: Assistant Headteacher, Cover Manager and ultimately Headteacher

ROLE PURPOSE

Under the professional direction of a teacher, to supervise classes during staff absence.





MAIN DUTIES AND RESPONSIBILITIES

Support for Students

- To supervise classes of students using material planned by a teacher to engage students in learning activities.
- Establish productive working relationships with students acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children, to ensure that learning is prioritised. Including dealing with behaviour issues in accordance with the school behaviour policy, in both academic and pastoral settings.
- Respond to students' general queries and keep them on task.
- Report any concerns about individual students to the appropriate person e.g. Pastoral Support, Head of Year and Tutor.
- Assist teaching staff when not required to cover lessons (as directed by SENDCO)

Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- Comply with instructions requested by the usual class teacher.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Take responsibility for any follow up action required, such as recording sanctions or rewards on Arbor.
- Act as a support tutor as and when required.
- Support classes on an alternative timetable as directed by the SENDCO.

Support for Curriculum

- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from class teacher.
- Review the quality, quantity and suitability of the work set and report any issues to the Head of Centre and the Cover Manager.
- Maintain a bank of resources for use in case of emergency.
- Take part in/accompany students on school day trips and/or residential visits.





MAIN DUTIES AND RESPONSIBILITIES continued

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.
- Participate in training and continuing professional development, which may include after school whole staff inset sessions.
- Attend relevant school meetings as required.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.





Person SPECIFICATION

KEY SKILLS

Essential

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of children.
- GCSE English and Maths (or equivalent appropriate qualification).
- Ability to evidence effective continuous professional development.
- Ability to evidence effective communication with a wide audience/range of stakeholders.
- Empathy with students and sympathetic to their needs.
- Able to clarify and explain instructions clearly.

Desirable

- Relevant experience of working with children in an education setting.

PERSONAL QUALITIES

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **30 October 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

SAFEGUARDING

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

EQUAL OPPORTUNITIES

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

HEALTH AND SAFETY STATEMENT

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Application PROCESS



APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [**careers@bourne.education**](mailto:careers@bourne.education)





[Click to visit our website for more information](#)



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Bourne Education Trust

