Meole Brace School

Learning - Respect - Success

Applicant Information

Cover Supervisor

Full Time (32.5 Hours per week) / Part Time considered

Required to start: As soon as possible

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October 2026

Dear Colleague

Thank you for taking the time to consider applying for the post of Cover Supervisor. We are looking to appoint two enthusiastic and motivated individuals to join our Cover Supervision Team at Meole Brace School. Part Time may be considered.

The post holder is expected to ensure students can access cover work set and supervised.

The successful candidates will have the ability to supervise whole classes and to encourage students to learn using pre-set materials. They will need to be flexible, have a good knowledge of IT packages, the ability to work as part of a team and good communication skills.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Rogers, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk. by **12pm on Monday 2nd November 2026.**

We are very proud of our school and we would like the opportunity to share it with you and therefore encourage you to come and visit us on a normal working day.

Yours sincerely,

Mrs Mary Pope
Co-Headteacher

Co-Headteachers **Mrs M Pope & Mrs H Wright**
Meole Brace School **01743 235961**
Longden Road **admin@meole.co.uk**
Shrewsbury SY3 9DW **www.meolebrace.com**

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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitability challenged. We are proud of our reputation as a vibrant school with high expectations. We are all fully committed to providing a stimulating and high quality learning experience for all.

"The school has an impressive knowledge of each pupil, underpinned by comprehensive and systematic tracking. It pays close attention to identifying and removing any barriers to pupils' success" Ofsted 2024

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be" Parent Survey

We have a wide ranging CPD program as well as individual pathways for staff at all levels of their career. We are part of a local multi-academy trust (Trust Schools) which includes 9 schools, 5 of which are secondary schools. This provides us with further valuable opportunities to share best practice and work collaboratively. Further information can be found here: http://www.trusted-schools.com/

Meole Brace aspires to the highest possible standards, is constantly developing and promoting innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by a dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Meole Brace School is "a respectful and positive environment where students feel safe and enjoy attending school". "The school's behaviour policy places a strong emphasis on rewarding positive behaviour and respectful attitudes". Ofsted 2024

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Advertisement – Cover Supervisor

Cover Supervisor

(£20,352 to £21,352)

£14.36—£15.07

Grade 6 (SCP 8—11)

Term Time only

Required to start as soon as possible

We are looking to appoint enthusiastic and motivated individual to join our Cover Supervision Team at Meole Brace School.

This unique post involves working 32.50 hours per week (Part-Time considered) as a Cover Supervisor. The post holder will supervise whole classes during absence of the class teacher.

The successful candidate will have the ability to supervise whole classes and to encourage students to learn using pre-set materials. They will need to be adaptable and have a good knowledge of IT packages, the ability to work as part of a team and good communication skills.

Visits to the school are welcomed, please contact Mrs Julie Rogers, on 01743 235961, to arrange a visit.

For further information about the school and an application pack, visit our website: www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: Monday 2nd November 2026 @ 12 Noon

Interview date: Thursday 5th November 2026

Applicants are encouraged to apply early, as the school may begin interviewing and therefore close the advert before the stated closing date.

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people, and we are committed to diversity and gender equality in our hiring practices. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

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Longden Road
Shrewsbury SY3 9DW

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Job Description – Cover Supervisor

Details of Post

- Cover Supervisor
- Reporting to: Assistant Headteacher
- Main Workplace: Cover Supervision
- Term time only
- 32.5 hours per week (Monday to Friday)
- Grade 6 (SCP 8—11) £13.90—£14.59

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

Purpose of Post

To supervise whole classes during the absence of the class teacher under the guidance of teaching/senior staff, including implementing work programmes, managing pupil behaviour and assisting pupils in relevant activities in line with the school's policies and procedures.

Principal Duties and Responsibilities

1. Support for pupils

- To support working relationships with the pupils, acting as a role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To support pupils with special educational needs through the delivery of specific learning programmes pre-planned by the teacher and under instruction of the teacher.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.
- To support specific classes/students in class as directed, during times when cover supervision is not required.

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Job Description – Cover Supervisor—Continued

2. Support for the teacher

- In the short term unplanned absence of teachers, to cover all pre-prepared activities to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- Collect any completed work after the lesson and return it to the appropriate teacher
- To work on classroom displays following consultation with the teacher.
- Manage pupil behavior to ensure a learning environment
- Report back as appropriate using the school's agreed referral procedures on the behavior of pupils
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good behavior, dealing promptly with conflict and incidents in line with established the established policies
- Deal with any immediate problems or emergencies according to the school's policies and procedures

3. Support for the school

- To comply with policies and procedures relating to child protection, health, safety and security, SEND/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils as necessary.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

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Job Description – Cover Supervisor—Continued

4. Support for the curriculum

- As directed by the class teacher assist in the development of basic literacy, numeracy and ICT skills and support the use of these learning activities.
- To help adapt and plan the resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher.

5. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

6. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

7. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

8. Other Duties

- Any other duties that the Headteacher feel is commensurate with the post.
  Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

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Person Specification – Cover Supervisor		
	Essential	**Desirable**
Qualifications	Good literacy and numeracy skills, ideally to NVQ Level 2 or equivalent	Good level of education, ideally to NVQ level 3 or equivalent
Work or relevant experience		Experience of working in a school or similar learning environment Ability to work with small groups or an individual pupil
Knowledge and understanding	Good knowledge of school based education including child development Knowledge and understanding of ICT to support learning	
Skills and Abilities (relevant to post)	Ability to supervise whole classes and to encourage students to learn using pre-set material Good communication skills and ability to relate well to children, staff and parents Evidence of working well as part of a team Ability to observe, monitor and provide constructive feedback on pupils' progress. Sufficiently fluent in spoken English to ensure effective performance in the role	
Personal Qualities	Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Willingness to develop skills with further training Ability to work calmly under pressure Ability to critically evaluate your own performance and make any necessary changes to be more effective	
Special Conditions	Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	