



# Cover Supervisor

**Contract:**

38 weeks per annum (term time + 1 Training day)  
and for 32.5 hours per week (8:30 - 3:40 Mon - Thurs  
and 8:30 - 2:35 Fri (4:00pm if RAT training))

**Pay Grade:** Scale 4 point 8 (LGPS)



Only applications submitted on the College application form will be considered (available on our website [www.castertoncollege.com](http://www.castertoncollege.com)) along with a letter of application (no more than 2 sides of A4) and emailed to: Stephanie Shelton on [bells@castertoncollege.com](mailto:bells@castertoncollege.com)

Casterton College Rutland is committed to the protection and safety of its young people. And need for successful applicant to be DBS checked.

Casterton College Rutland is an equal opportunities employer





## Thank you for your interest in joining **Casterton College Rutland.**

Casterton puts the well-being of its staff at the heart of everything but not in a superficial, corporate, or tokenistic way. For example, we don't observe lessons (except for ECTs (Early Career Teachers)) and we do not grade them either.

We don't have mock Ofsted's or subject focus weeks and we prefer a feedback policy to a marking policy. In other words, staff are trusted rather than micro-managed. Perhaps that is why we recruit so well and retain our staff-because they are treated as professionals and respected.

We are a single academy trust so there is no CEO or distant trust board and no corporate policy to adhere to. Instead, we are a local school serving the local community of Stamford and Rutland. People are often surprised to find our intake is in line with the national average on KS2 prior attainment or EHCPs (education, health, and care plans) because our progress 8 scores are so good, but that's down to our ethos and approach. We are proud to be comprehensive and our ethos is 'ability is not fixed,' because we believe that in the right circumstances

every child can do remarkable things. The challenge for us is to create the right circumstances.

You may notice this is not your usual glossy, branded, corporate, application pack. That is because we aren't any of those things. We just do the ordinary things very well, and by trusting our staff, as well as our students, they do wonderful things in return.

Unsurprisingly, although we occupy old buildings that are not exactly state-of-the-art, we have grown by 40% in the last six years and won a host of awards, including being in the top three for Secondary School of the Year 2021. That is not to say, Covid was easy for us because it most certainly was not, and we currently have our fair share of young people with trauma and mental health problems. However, we create a culture of Care, Kindness and Communication that works for most of them and, together, as colleagues, we support one other.

Casterton is a school with a heart and a soul, and I think that counts for a lot.

**Carl Smith**  
Principal







## Requirements

Entry level: Successful applications will need GCSE English and Maths grade C or above. Formal qualifications and experience of working with students with learning and/or social, emotional and behavioural difficulties would be an advantage.

All staff work for Casterton College Rutland which is an 11-16 school.

This job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

We are committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are required to share this commitment. All staff are representatives of the college and are required to recognise that their personal and online behaviour reflects their responsibility as role models in the community.

Appointment is subject to references and enhanced clearance by the Disclosure and Barring Service.





# Welcome to Casterton College Rutland

## Job Description

The main role of a Cover Supervisor is to manage the classroom in the Teacher's absence. The Class Teacher will provide all the materials and tools needed for the lesson ready for the Cover Supervisor to deliver.

Although not actively teaching, it is important for a Cover Supervisor to have the skills and confidence needed to keep the class motivated and focused so they can work on the activities set and prepared for them. The role requires you to support students as they work through the lesson and to understand how to help them to complete tasks, where needed.

Responsible to the Cover Manager

## Person Specification

Highly organised  
Ability to work on own initiative  
Being a Cover Supervisor requires flexibility. The nature of the job also means lessons in a range of subjects will need to be covered, providing lots of variety.

## Overall Responsibilities

Undertake cover supervision on a day-to-day basis as required by the Cover Manager.  
Responsible for the health and safety of students in cover lessons, Apply College policies and procedures as required.  
Deliver, supervise and support students to undertake work set by colleagues  
Be aware of SEND requirements including Social Emotional and Mental Health  
Be responsible to the relevant Heads of Departments in developing classroom management skills to ensure that an appropriate and positive classroom atmosphere is maintained for effective learning.  
Participate in training prior to undertaking supervision  
Participate in College training on Friday 2.50pm-4.00pm  
Undertake three lunchtime duty supervisions per week.  
Examination invigilation as required.  
General administrative roles when cover supervision is not required.  
Provide lesson feedback to subject teachers for lessons covered  
Carry out other duties when required by the principal.

## Being a cover supervisor requires:

Basic understanding of the national Key Stage Curriculum.

Knowledge of child development and learning.

Strong communication skills.

Ability to cover a wide range of lessons.

Confidence to manage a class of mixed ability pupils.

Ability to keep students focused and on task.

Ability to provide constructive feedback that encourages students positive self-esteem.

Dedication to establishing positive relationships with students.

The ability to handle complex and sensitive issues with empathy and understanding.

Ability to work effectively as a member of staff providing support to the faculty.

Competence in using software such as Microsoft Excel, Word, and PowerPoint.

## CPD

- To set the highest personal standard of professional practice
- Attend training on teacher training days

## Other

- To comply with any reasonable request from the Principal
- To be courteous to all colleagues, students, parents, governors and visitors
- Post holder will be expected to have a good knowledge of the college's policies and procedures, and take initiatives
- Post holder is expected to attend meetings, college events to promote positive behaviour

**This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post.**

## Student Welfare

Follow behaviour protocols as set out by the school

Report all incidents of bullying and other forms of harassment and follow school procedures in all cases

Read, understand and apply the procedures in the school's Child Protection policy and report all concerns immediately to the named officer for child protection

Ensure that the health and safety of students, both in and around school and on trips and visits is always paramount and that during visits school protocols are followed in full

## Professional

The successful candidate will share the college's vision and belief that all ability is not fixed. Other necessary qualities include professionalism, discretion, efficacy, the ability to work on your own initiative as well as part of a team, and a willingness to contribute to the wider life of Casterton College, Rutland. Evidence of GCSE English and Maths grade 4 (C) or above.

Maintain the highest standards of professional appearance, integrity and honesty

Dress at work in accordance with the staff dress code

Act as a role model to young people and other staff, including online

Behave professionally and respectfully towards other members of staff and contribute towards a focused, respectful and professional working culture

Ensure that all work carried out in preparation for an exam or on behalf of an examination board is done so in accordance with the rules for that exam

Attend meetings and training as required

Undertake any other duties or responsibilities as required by the Principal. This job description is not intended to be an absolute definition of responsibilities and duties as others may arise in this post.