

# Cover Supervisor



CIRENCESTER  
KINGSHILL  
SCHOOL

Kingshill Lane  
Cirencester  
Gloucestershire  
GL7 1HS

**Start date:** ASAP

**Salary:** Grade G Point 8 – 20  
(£25,992 – £31,586 pa pro rata)

Actual Salary: £11,304 - £13,736 per annum

Part time – term time plus insets 18.75 hours  
per week

Our school is seeking a new Cover Supervisor to join their friendly and professional team.

The post would suit a confident, assertive individual who has a good rapport with young people and is able to supervise classes in the absence of their teachers, ensuring that learning takes place in a calm and orderly environment.

The successful postholder will be expected to set high expectations to motivate and challenge students, whilst managing behaviour effectively and promoting a positive learning environment. In periods where cover is not required the ideal candidate must be flexible enough to undertake other tasks such as, lunch duties, exam invigilation, administration and other general support in and out of the classroom.

Applicants need to have some experience of working with young people, ideally gained in an educational setting. The successful candidate will be enthusiastic, self-motivated and be able to work with minimum supervision.

Please see the Job Description for a comprehensive list of all post duties. There is also a requirement for the successful postholder to undertake a First Aid course as set by the school, renewing the qualification/training when required.

## Hours

18.75 hours per week at the following times: 8.30am – 3.10pm, 3 days a week – Monday, Thursday and Friday

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 25-minute unpaid lunch break, to be taken at times agreed with the Line Manager.

## Holidays

The post is term time only, plus INSET days (44.75 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

## Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check.

We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

**Applications by: 9.00am**

**Wednesday 11<sup>th</sup> December 2024**

## How to Apply

- Please complete the Application Form for Support Staff (available via the school vacancies section on the school website).
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.

**Please note that applications without the above being completed/included will not be accepted.**

- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Cover Supervisor.

Please email completed application forms and relevant documentation to

[jobs@cirencesterkingshill.gloucs.sch.uk](mailto:jobs@cirencesterkingshill.gloucs.sch.uk)

If you require any further information please do not hesitate to contact the Personnel Office on 01285 651511 ext. 226, or email the address above. We look forward to hearing from you.

**JOB TITLE:** Cover Supervisor

**LOCATION:** Cirencester Kingshill School – 11 – 16 Secondary School.

**HOURS:** 18 hours 75 minutes per week at the following times (not including unpaid break):

8.30am – 3.10pm, Monday, Thursday and Friday (3 days)

The above hours include a 20-minute paid break (if working more than 4 hours per day) and a 25-minute unpaid lunch break at times to be agreed with your Line Manager.

**GRADE:** G

**RESPONSIBLE TO:** The Cover Manager and through the Cover Manager to the Head and the Governing Body.

**LINE MANAGER:** Cover Manager

**JOB PURPOSE:**

To provide short term cover for absent teachers, supervising classes, assisting with a variety of faculty-based tasks, including curriculum support, planning administration, examination invigilation and assisting with school visits.

**KEY TASKS:**

1. To be responsible for the supervision of students during a lesson in the absence of the teacher.
2. Supervise whole class to undertake pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class. The work will be pre-set by the regular teacher or the Head of Faculty. To be responsible for explaining the work set by the teacher to the students. There is no expectation to teach the lesson.
3. To ensure that the class register is taken and the seating plan adhered to.
4. To ensure that any homework set by the class teacher is explained to the students and that they write it in their School Planner.
5. To collect in any homework or books requested by the teacher and to hand them on to the class teacher.
6. Within the school's discipline policy, apply behaviour management strategies and techniques to manage behaviour constructively. To establish high standards of punctuality, personal appearance and behaviour in the classroom. To report back on the behaviour of students to the class teacher.
7. To ensure that during the cover lesson students uphold the school rules displayed in every classroom. To refer on to the HoF/HoY as appropriate any student not adhering to school rules.
8. Keep students on task as necessary.
9. Respond appropriately to questions raised by students.

10. Deal with immediate problems and emergencies in accordance with the school's policies and procedures.
11. If cover supervision is not required to offer general support in the classroom under the direction of the Cover Manager.
12. To assist the Cover Manager with setting up and distribution of cover information between 8.30am and 8.40am each morning.
13. To manage student behaviour in accordance with school procedures when undertaking lunchtime supervision (time off in lieu will be given during the school day when undertaking lunchtime supervision)
14. To act as mentor for other cover supervisors and induct new cover supervisors into their role.
15. Assist with First Aid (It is a requirement of the post that the postholder undertake a First Aid course as set by the school and renew this qualification as required).

**WHEN NOT REQUIRED TO COVER FOR ABSENT TEACHERS, THEN A VARIETY OF OTHER ACTIVITIES WILL BE SCHEDULED AND MAY INCLUDE:**

1. Assistance to individual students or to a group of students, as directed by the class teacher or the Head of SEN.
2. Escorting students to Learning Support or the Student Support Room.
3. Assisting on Educational visits.
4. Preparing resources to support lessons.
5. Examination invigilation for internal or external examinations.
6. General administration and clerical support.
7. Displays.
8. Assisting in the Student Support Room.
9. Vaccination Administration

**QUALIFICATIONS/EXPERIENCE**

Essential

- Qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification.

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your Line Manager or the Headteacher.

**Other Conditions**

**Holiday entitlement**

The post is part time, term time, including In Service Training Days which totals 44.75 weeks of the year. This includes 25.5 days paid holiday rising to 30.5 days after 5 years continuous service plus statutory holidays. Holidays must be taken during the school holidays.

**Claims/Time off in Lieu**

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

**Resignation**

A resignation period of 1 month is required.

**Disclosure & Barring Service**

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

# Cirencester Kingshill School

## Person Specification – Cover Supervisor

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Qualified to a minimum level of GCSE Grade 4 (C) in English and Mathematics (or above) or hold a relevant equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>First Aid at Work qualification</li> <li>Evidence of further education and training particularly in a school setting</li> </ul>
Experience, Understanding and Knowledge	<ul style="list-style-type: none"> <li>Experience of working in a school environment within a classroom setting</li> <li>Experience of managing and engaging groups of young people</li> <li>Ability to manage students in a classroom situation to promote learning</li> <li>Possess good interpersonal skills, with an ability to communicate effectively verbally and in writing with both staff and students</li> <li>Have an authoritative and confident manner and be able to remain calm in challenging situations and influence behavior of students positively</li> <li>Understanding of barriers to learning</li> <li>Sound knowledge of IT and current issues in this area, including the use of ICT in effective teaching and learning</li> <li>Understanding of the educational system and current developments</li> <li>Understanding of safeguarding procedures</li> </ul>	<ul style="list-style-type: none"> <li>Experience in mentoring</li> <li>Experience of working with young people with additional needs or behavioural and emotional issues</li> <li>Demonstrate knowledge and understanding of behavior management strategies and application of these</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Ability to learn quickly and have a flexible/adaptable approach with a willingness to undertake any other duties of a similar level as and when required</li> <li>A liking and respect for young people</li> <li>Be able to maintain appropriate professional relationships with colleagues and students</li> <li>Punctual, with a good attendance record</li> <li>An excellent time manager</li> <li>Hardworking, with high expectations of themselves and their professional standards</li> <li>Committed to CPLD</li> <li>Strong organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to take part in the wider life of the School</li> </ul>

# Cirencester Kingshill School

## Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- Long service awards
- Cycle to work scheme
- Discounts on leisure courses at Cirencester College
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund