

HEDNESFORD VALLEY HIGH SCHOOL



COVER SUPERVISOR APPLICATION PACK

Contract	Permanent
Hours	32.5 hours per week - Monday: 8.40 am to 4.20 pm - Tuesday-Friday 8.40 pm to 3.30 pm
Grade / salary	Grade 5, £27,274 to £27,709
Closing date	Monday 28 September 2026 at 9.00 am
Interview date	Thursday 1 October 2026

Make a difference every day

A rewarding opportunity to support students with a range of learning needs in an inclusive special school community.



Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Cover Supervisor at Hednesford Valley High School. I am delighted that you are considering joining our school community.

We are a maintained secondary generic special school set against the backdrop of Cannock Chase. We educate students across two sites, with Years 7 to 11 at our main Stanley Road site and our Sixth Form based in a dedicated building at Cannock Chase High School.

Our students have a range of learning needs and are supported by dedicated staff who are passionate about transforming lives. We want every student to feel safe, included and ready to learn, and we are looking for a Cover Supervisor who shares those values.

This pack explains the role, the person specification and the application process. If you have the skills, experience and personal qualities described, we warmly encourage you to apply.

Visits to the school are welcomed. Please contact the school office on 01543 423714 to arrange a convenient date and time.

Yours sincerely,

Stephen Stokes

Headteacher

Vacancy advert

Make a Difference Every Day

The successful candidate will supervise classes during the short-term absence of teaching staff, helping learning to continue in a positive, safe and supportive environment. Working closely with teachers, support staff and senior leaders, the postholder will maintain high expectations for students' learning, behaviour and wellbeing.

Hednesford Valley High School is looking to appoint a committed, resilient and enthusiastic Cover Supervisor to join our dedicated team. This is a rewarding opportunity for an individual who is passionate about supporting young people to achieve their potential. The role would be particularly well suited to someone considering a future career in teaching and wishing to gain valuable experience towards Qualified Teacher Status (QTS).

We educate students on two sites. Years 7 to 11 are based at our main site and our Sixth Form is based at Cannock Chase High School. Our students have a range of learning needs and are supported by staff with a passion for transforming lives.

Key responsibilities

- Supervise whole classes during the short-term absence of teachers and deliver work set by teaching staff.
- Support students to engage positively with learning and work towards their individual targets.
- Promote a calm, purposeful and inclusive learning environment.
- Manage student behaviour in accordance with school policies and procedures.
- Support the implementation of Individual Education Plans and personalised learning strategies.
- Build positive relationships with students and encourage confidence, independence and resilience.
- Provide feedback to teaching staff on participation, progress, behaviour and any issues arising.
- Complete attendance and reward tracking.
- Use ICT, learning resources and specialist equipment appropriately.
- Respond effectively to immediate issues or emergencies in line with school procedures.

We are looking for someone who

- Has experience of working with children or young people, preferably in an educational or special school setting.
- Can establish positive and professional relationships with students and staff.
- Has excellent communication and behaviour-management skills.
- Is calm, adaptable, organised and able to use their initiative.
- Is committed to inclusion and supporting students with additional needs.
- Has good literacy, numeracy and ICT skills.
- Has a clean driving licence and access to a vehicle, as travel between the two school sites may be required.
- Is willing to train as a minibus driver.

Job description

Post title

Cover Supervisor Level 3

Responsible to

Teaching and senior staff under the school's agreed system of supervision

Statement of purpose

Under an agreed system of supervision, to supervise whole classes during the short-term absence of the class teacher under the guidance of teaching or senior staff, including implementing work programmes, managing student behaviour and assisting students in relevant activities in line with the school's policies and procedures.

Support for students

- Supervise work set by teaching staff.
- Assist with the development and implementation of Individual Education Plans.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote inclusion and acceptance within the classroom.
- Support students consistently while recognising and responding to individual needs.

Support for teachers

- Provide feedback to students in relation to progress and achievement.
- Deal with immediate problems or emergencies according to school policies and procedures.
- Collect completed work after lessons and return it to the appropriate teacher.
- Manage behaviour to maintain a constructive learning environment.
- Report back using the school's agreed referral procedures on behaviour and issues arising.
- Complete tracking information relating to attendance and rewards.

Support for the curriculum

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

Support to the school

- Promote and safeguard the welfare of children and young people.
- Comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns appropriately.
- Ensure all students have equal access to opportunities to learn and develop.
- Liaise effectively with teachers, parents or carers and other professional staff as part of routine consultation.
- Contribute to the ethos, work and aims of the school.
- Attend relevant meetings and participate in training and performance development as required within contractual hours.
- Assist with supervision outside lesson times, including before and after school and at lunchtimes.
- Recognise personal strengths and areas of expertise and use these to advise and support others.

Review of duties

The content of this job description will be reviewed with the postholder annually in line with the school's performance and development review arrangements. Duties may be reasonably amended following consultation. Any significant

change in accountability that could affect the grade must be discussed with the postholder and the relevant trade union before re-evaluation.

Person specification

Shortlisting and selection will be based on the essential criteria below. AF = application form, I = interview, PE = practical exercise.

Area	Essential criteria	Measured by
Experience	Three years' experience of working to support children's learning gained in a relevant environment.	AF / I
Qualifications and training	Very good numeracy and literacy skills equivalent to GCSE grade C or above.	AF / I
	NVQ Level 3 for Teaching Assistants, or a recognised equivalent qualification.	
Knowledge and skills	Working knowledge of relevant policies and codes of practice.	AF / I / PE
	Understanding of curriculum matters and the ability to contribute to curriculum development, planning, evaluation and implementation.	
	In-depth understanding of areas of learning such as literacy, numeracy, science, SEN or Early Years.	
	Understanding of child development and learning processes.	
	Ability to plan effective actions for students at risk of underachieving.	
	Effective use of ICT and other equipment to support learning.	
Behavioural attributes	Well-developed interpersonal, teamworking, initiative and communication skills.	AF / I
	Friendly, professional and respectful. Open, honest and an active listener. Takes responsibility and accountability. Student-focused and committed to removing barriers. Demonstrates a positive, solution-focused attitude. Adaptable, energetic, decisive and committed to continuous development.	
Safeguarding	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal	AF / I

Area	Essential criteria	Measured by
	boundaries. Emotional resilience when working with challenging behaviour. Appropriate attitudes towards authority and maintaining discipline.	

What we can offer you

Hednesford Valley High School recognises that its employees are central to the school's success. Staff benefits include:

- A welcoming, supportive working environment and a strong focus on colleague wellbeing.
- Termly Deep Work days to support your role.
- Continued professional development and training opportunities.
- Pay progression and recognition of continuous service.
- Access to the Local Government Pension Scheme.
- Employee assistance and wellbeing support, including counselling, physiotherapy, financial guidance and health resources.
- Cycle to Work schemes, online gym classes and retail discounts.
- Free car parking, tea and coffee.
- The opportunity to make a significant difference to the lives of young people.

About our school

Hednesford Valley High School is a maintained secondary generic special school in Cannock. Students in Years 7 to 11 attend the main site on Stanley Road, while Sixth Form students attend a dedicated centre at Cannock Chase High School. The school provides an inclusive community for students with a wide range of additional needs.

Safeguarding and equality

Hednesford Valley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service check, a barred list check and all relevant pre-employment checks.

We welcome applications from candidates whose skills, experience and values meet the requirements of the role. Reasonable adjustments are available throughout the recruitment process.

Information for applicants

1. Complete the application form

Download the application form from the school vacancies webpage. CVs are not accepted. Complete all relevant sections using your full legal name and enter N/A where a field does not apply.

2. Address the person specification

Shortlisting is based on the essential criteria. Use your supporting statement, which should be no more than two sides of A4, to explain clearly how you meet each requirement and include specific examples.

3. Provide complete employment history

Include all relevant employment, agency work and any breaks in employment, together with the reason for each break.

4. List relevant qualifications and training

State dates and grades or levels achieved. Original certificates will be required for qualifications listed if you are shortlisted.

5. Provide suitable referees

Include your current or most recent employer. If you work in a school, include your current Headteacher. Use only professional email addresses and ensure referees are willing to be contacted.

6. Submit your application

Email the completed application form to l.bent@hvh.staffs.sch.uk by the closing date. Shortlisted candidates will be contacted by telephone or email.

7. Prepare for selection

The process will include a formal interview and may include a practical task related to the role. Shortlisted candidates may be subject to online checks as part of safer recruitment.

Key dates and contact details

Advertised	Wednesday 9 September 2026
Closing date	Monday 28 September 2026 at 9.00 am
Interview date	Thursday 1 October 2026
Proposed start date	To be agreed
Application email	l.bent@hvh.staffs.sch.uk
School office	01543 423714

Apply via the vacancies page: www.hvh.staffs.sch.uk/about-us/vacancies