



Brighter Futures Learning Partnership Trust

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Job Description

JOB TITLE: Cover Supervisor for the Brighter Futures Learning Partnership Trust

BAND: 6, Scale Points 6-11

RESPONSIBLE TO: Deputy Headteacher

Job Purpose

- To supervise classes in the absence of the teacher on a short-term basis.
- Support in our inclusion and isolation rooms and general supervision duties.
- Provide daily enrichment opportunities as part of the extra-curricular programme.
- Participation in school visits.

Key Duties & Responsibilities

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.
- Apply Trust wide policy and procedures.
- Promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- Ensure compliance through quality assurance and evaluation.
- Report to the member of staff responsible for cover at the start of each day.
- Register and record student attendance in lessons.
- Inform students about the work left by their subject teacher.
- Provide students with necessary resources for their learning.
- Answer students' queries regarding the instructions left by the subject teacher.
- Ensure classes enter and exit classrooms in an orderly fashion.
- Ensure classrooms are left tidy and ready for the next lesson after dismissing the class.
- Liaise with Heads of Departments for answers to queries about work set by the subject teacher as appropriate.
- Liaise and offer support to students by working closely with key staff involved in our inclusion and isolation procedures.
- Follow the school's policies at all times including promoting the good behaviour of students and ensuring their health and safety at all times.
- Participate in out of school visits as agreed.
- Provide supervision on the duty roster as required.
- Liaise with specific Heads of Department to support the work in that department.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form (**CV's will not be accepted for this post**) and add a concise letter of no more than two sides of A4 addressing the following:

- why you are applying for this position
- how your experience to date will enable you to successfully take on the role.

Closing date for applications is 9am 2 October 2025

Interviews will be held on 9 October 2025

***Please note that if you have not been contacted by 4pm 2 October you have not been shortlisted for interview.**

Good luck with your application

