



# **COVER SUPERVISOR**

## **APPLICATION PACK**

**Neston High School  
Raby Park Road  
Neston  
Cheshire  
CH64 9NH**

**Headteacher: Mr K Simpson**

**[www.nestonhigh.com](http://www.nestonhigh.com)**

✦  
***Shaping  
Extraordinary  
Lives***  
✦



## Open letter from Mr K Simpson (Headteacher)

Dear Colleague,

Neston High School is a large 11 – 18 rural fully inclusive comprehensive school with approximately 1,750 students on roll. We are consistently over-subscribed and are proud to serve our local families and the community who travel into the area to learn in our state of the art multi-million new build and grounds. Within our centre for learning you would be joining a dedicated team of colleagues, who consistently strive to shape extraordinary lives by providing all of our young people with the opportunities to explore, dream and discover their holistic potential.

As we continue to inspire our young people and further enhance their life-chances, I hope that the information provided inspires you to join us and help lead us forward into new exciting adventures.

For further information on the school, a more global understanding can be found from the website at [www.nestonhighschool.com](http://www.nestonhighschool.com).

We really believe in true working partnerships thereby if you have any questions please contact the school direct in order to fully understand the exciting opportunity to join us in the near future.

Kindest regards

Keith Simpson  
Headteacher



# COVER SUPERVISOR

## COVER SUPERVISOR VACANCY – GRADE 5

**Part time – 30 hours per week (Term Time only + 5 annual INSET days)**

*Are you considering a move into teaching and looking for opportunities to gain excellent experience and develop your classroom management skills?*

*Do you naturally engage with people?*

*Do you have high aspirations for colleagues, students and yourself?*

*Do you have experience as a cover supervisor, youth worker, learning support assistant or sports coach?*

If you are excited by your answers to these questions, then you may be the right candidate to join a new team of classroom and sports cover supervisors at Neston High.

The role of Cover Supervisor is excellent experience for graduates who are considering teaching and would like to work within an educational environment. This opportunity can also enhance your PGCE application and help you gain valuable experience.

Should you choose to apply, please submit the following completed forms:

- Application form. Please ensure that your application accounts for any gaps in employment.
- Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will not be approached until the final stages of the process.
- A supporting statement that sets out the reasons for your interest in the role and how you meet the required criteria,

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

The successful applicant must have enhanced DBS disclosure and satisfactory references.

The School is an equal opportunities employer.

**Closing Date: 9am Wednesday 30<sup>th</sup> November 2022**

Applications should be returned FAO Mr K Simpson to Mrs Leadbetter, PA to the Headteacher via [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)





## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	GCSE English and Maths grade C or above or equivalent  Evidence of training in education or related role.	A Degree	AF/I
<b>Experience</b>	Experience of working with young people.	Experience of working in an educational setting.	AF/I
<b>Job Related Knowledge</b>		Literacy and numeracy to provide assistance in core subjects.  An understanding of school practices and procedures which impact on children and their care.	I
<b>Skills and Aptitudes</b>	Can relate professionally with students, teachers, parents and other adults.  Keep calm under pressure.  Polite and assertive, firm when necessary. Can give clear instructions and explanations.  Can work as a team member.	Willing to take part in school life e.g. support extra-curricular activities.	I
<b>Other Requirements</b>	To be adaptable and flexible.  Passionate about learning.		I



## JOB DESCRIPTION

### Basic Job Purpose

Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered

### Main Responsibilities

1	Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
2	Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment.
3	Respond to any questions from pupils about process and procedures so they can continue with their set work.
4	Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
5	Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
6	Report back, using the school's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
7	From time to time support students with special educational needs.
8	Supervise break and lunchtime activities as required.
Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	