PONTELAND HIGH SCHOOL – JOIN OUR TEAM

# Cover Supervisor

Keep learning moving and make a difference every day at Ponteland High School

| SALARY (FTE) | GRADE | HOURS | CLOSING DATE |
|---|---|---|---|
| **£22,256 – £23,721** | **Band 4**<br>SCP 7–11 | **35 hours per week**<br>term time + 5 days | **Monday 7 Dec 2026, 3.00pm**<br>interviews w/b Mon 14 Dec 2026 (TBC) |

> ***Great schools don't pause when a teacher is away. They rely on calm, adaptable people who step into the classroom, set high expectations, and keep students focused, supported, and learning.***

At Ponteland High School, every lesson counts. As a Cover Supervisor, you will play a vital role in maintaining the momentum of our classrooms—ensuring that students remain engaged, supported, and challenged during the short-term absence of teaching staff.

Whether you are an experienced Cover Supervisor, a Teaching Assistant ready for the next step, a graduate considering a future career in teaching, or someone with a natural rapport with young people, this is an opportunity to make a genuine impact across the school.

**This is more than just supervising a room.**

## A day in the role

**01** Take accurate class registers and distribute prepared lesson materials and work left by teaching staff.

**02** Clearly explain lesson objectives and task requirements, offering guidance so students stay on track.

**03** Promote positive student conduct, maintain high standards of discipline, and consistently implement school policies.

**04** Provide in-class support alongside teaching staff to assist with lesson delivery and student engagement.

**05** Act as an examination invigilator in line with school and exam board regulations.

**06** Create engaging classroom and corridor displays and carry out administrative tasks across the school or specific departments.

Reporting to the Headteacher via a Senior Leadership Team Link, you will work right at the heart of school life. No two days will be the same—and every day your presence helps young people make the most of their education.

## Is this you?

- Confident leading a classroom and building positive, respectful relationships with young people
- Calm, resilient, and adaptable when stepping into different subjects and age groups
- Communicates instructions clearly and encourages students to take pride in their work
- Consistent and fair in upholding high standards of student behaviour and conduct
- Organised, reliable, and comfortable supporting both classroom and administrative tasks
- Committed to safeguarding and helping every student achieve their potential

## What we offer

- Local Government Pension Scheme
- National Joint Council terms and conditions
- Continuous service recognised from qualifying LA, school and academy employers
- Comprehensive professional development (ideal if you are considering teacher training in the future)
- Supportive, collaborative staff team
- A meaningful difference to young lives, every day

**Why Ponteland High School?** We are an ambitious, inclusive and high-achieving school where relationships matter and every pupil is known as an individual. Joining us as a Cover Supervisor puts you at the centre of a thriving school community—and offers invaluable classroom experience.

**Apply:** Pele Trust Application Form to **Clare Barker**, **c.barker@peletrust.org.uk** by **3.00pm on Monday 7 December 2026**