



**THE
HAYLING
COLLEGE**

Happy, Healthy, High Performing

Application Pack:

Cover Supervisor



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Dear Applicant,

Thank you for your interest in joining The Hayling College as our next Cover Supervisor.

At The Hayling College, we're more than just a school. We're a close-knit community where every member of staff has a valued seat at the table. As a smaller-than-average school, we see this as a unique strength. It allows us to build strong relationships, support one another closely, and work together toward our shared vision of being a Happy, Healthy, and High-Performing college.

We believe that a positive environment is the foundation for success. If our teachers and students are happy, the outcomes will naturally follow. Over the past seven years, I've championed the importance of wellbeing in education both online and with the teams I've worked alongside. Now, we are embedding those values here at The Hayling College, turning ideas into action.

We are committed to reducing workload, using effective feedback strategies instead of time-consuming marking, and leveraging technology to streamline tasks. We pay close attention to how behaviour impacts staff time, ensuring that your focus stays on what matters most — teaching and inspiring your students.

Looking ahead, our priorities include further improving staff wellbeing, tackling the external pressures teachers face, and celebrating diversity and inclusion in all forms. Every member of staff is supported and valued — and we're proud of that.

To learn more about us, please visit our website: www.hayling.hants.sch.uk. If you'd like to arrange a visit, ask any questions, or simply have a chat over a cup of tea about your next career step, please get in touch with tasha.breeding@hayling.hants.sch.uk. We're happy to work flexibly to find the right person who will bring passion, energy, and new ideas to our team.

We look forward to hearing from you — and hopefully welcoming you to The Hayling College.

Yours faithfully,

Martyn Reah
Headteacher



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Information for Applicants

Salary: EHCC Grade C

If you wish to apply please return the fully completed application form and equalities monitoring form to Tasha Breeding. The closing date for applications is Wednesday 21 January at 12pm.

Emailed applications are acceptable to tasha.breeding@hayling.hants.sch.uk or by post to:

The Hayling College
Church Road
Hayling Island
Hampshire
PO11 0NU

Unfortunately, unsuccessful applications cannot be acknowledged, and feedback will only be available to those unsuccessful at interview. But I would like to thank you for your interest in this post and wish you every success in your future career.

The Hayling College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Application Procedure – Applications forms are available via The Hayling College website, Our School, Job Vacancies, Support Staff Application Form.

If you have any queries please do not hesitate to contact tasha.breeding@hayling.hants.sch.uk or by telephoning 02392 466241. (Please note only fully completed Hampshire application forms will be considered).



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Cover Supervisor

Hampshire

- **Contract/Hours:** Full or Part time hours
- **Salary Type:** Support Staff
- **Salary Details:** £25,186 (FTE)
- **Hours of Work:** 35 hrs a week (term time only)
- **Location of Role:** The Hayling College
- **Start Date:** As soon as possible

Job/Person Summary

The Hayling College are looking to appoint a Cover Supervisor to supervise classes, groups or individual pupils, using materials planned by teachers. The successful candidate will also be required to support departments with their administrative duties.

You must be:-

- Educated to GCSE standard with proficiency in English & Maths
- Able to be loyal to the ethos of The Hayling College
- Keen to work with young people and have a real interest in supporting them to achieve their potential
- A good team player with a sense of humour
- Able to work on your own using your initiative, while remaining discreet
- Possess excellent interpersonal skills and able to work with a range of adults and children.
- Willing to undergo a formal training programme
- Organised and have good IT and administrative skills
- Can build positive relationships with colleagues, children and parents

The Hayling College is a smaller than average secondary school and the staff are an incredibly supportive, hard-working and approachable group of people and our students are happy, confident and keen to learn. The college really prides itself on our family feel- something that is regularly commented upon by visitors.

Person Specification

Essential	Desirable
<p><u>QUALIFICATION</u></p> <ul style="list-style-type: none"> • Educated to GCSE level C in English and Maths • Good Knowledge of ICT Systems and Software applications 	<ul style="list-style-type: none"> • Familiar with the National Curriculum • Previous School experience
<p><u>KNOWLEDGE AND UNDERSTANDING</u></p> <ul style="list-style-type: none"> • Knowledge of the college aims and ethos. 	<ul style="list-style-type: none"> • Capable of multi-tasking.
<p><u>ATTITUDES AND VALUES</u></p> <ul style="list-style-type: none"> • Share the college expectations of high expectations and commitment to providing opportunities for learners of all abilities. • Be keen to develop professionally. • Ability to communicate and inspire others. • Good inter- personal skills. • Willing to help at Whole-College Events 	<ul style="list-style-type: none"> • Hold a Driving Licence. • Flexible attitude. • Team Player • Self-motivated • Creative.