



**School Cover Supervisors**  
**(2 Posts available)**

Dear Sir / Madam,

Thank you for your interest in our Cover Supervisor job vacancies. I do hope that the information within this pack is sufficient.

These are crucial roles for the school, they offer the successful candidates the perfect opportunity to become involved in the learning and success of young people. The ability to work as a team and learn new skills is more important than specific previous experience.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018. We are proud to be a single academy trust. In 2022, we were named as a Lead School for the DFE Behaviour Hub programme.

This is an exciting time for us as we build on our now established GCSE achievements of the last 6 years. For the last year of published results (2022) the school achieved an exceptional overall progress score of +0.98. For the last 3 years of published results, we have been the highest attaining state school in Leicestershire.

We are ideally placed for commuting from a wide area, being situated about twenty minutes from Leicester in the rural and picturesque village of Market Bosworth. Whilst the majority of our staff live within Leicestershire, we have a number who commute daily from Warwickshire, Derbyshire and Staffordshire.

We welcome and encourage visitors to school. Please feel free to contact Katie Reynolds on [kreynolds@tmbs.org.uk](mailto:kreynolds@tmbs.org.uk) for an informal tour, or more information should you wish. The closing date for applications is Monday 12<sup>th</sup> June (9am). Interviews will take place on Thursday 15<sup>th</sup> June.

Applications are encouraged via email where possible. Please include a covering letter, application form and completed equal opportunities form.

Thank you

Stuart Wilson  
Principal



**Pack Contents:**

Job advert  
School Overview  
Job description / Personal Specification  
Application Details and Interview date

**Job advert:**

**School Cover Supervisors (2 Posts available)**

The Market Bosworth School is seeking to appoint two outstanding members of staff to join our team. The Cover Supervisor post offers the successful candidates the perfect opportunity to become involved in the learning of young people. It is ideally suited to candidates who are considering teaching as a future career. The ability to work as a team and learn new skills is more important than previous experience, and full training and an induction period will be provided.

The Market Bosworth School is very proud of its students and staff. We have excellent academic standards and work hard to create a safe and enjoyable learning environment for all. We have been rated as an "Outstanding" school by Ofsted 3 times in 2009, 2012 and most recently in 2018, where inspectors commented "A sense of care and nurture permeates the school". In 2022, we were named as a Lead School for the DFE Behaviour Hub programme.

For further details, including pay and hours, please visit [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)

The Market Bosworth School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

**Closing date:** Monday 12<sup>th</sup> June (9am). Interviews Thursday 15<sup>th</sup> June

**Contact:** Stuart Wilson, Principal, The Market Bosworth School, Station Road, Market Bosworth, Leicestershire. CV13 0JT, Telephone No. 01455 290251

***"Pupils are polite, well-mannered and respectful. Low-level disruption in lessons is extremely rare. Pupils' behaviour around school is exemplary." - Ofsted 2018***

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri **Academy Business Director:** Bianca Farrell

---

Station Road Market Bosworth Warwickshire CV13 0JT  
Tele: 01455 290251 Fax: 01455 292662 Email: [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk) Website: [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)



## School Overview

The Market Bosworth School is a wonderful place for students to learn and an inspirational school to work within.

Our most recent Outstanding report was in March 2018, during an unexpected monitoring inspection where it was confirmed that *"You have maintained an outstanding quality of education in all aspects of the School"*.

Academic GCSE achievement and progress has consistently been within the top 10% of all schools since we first converted from an 11-14 school to an 11-16 school in 2014. Our most recent 2022 results place us within the top 1% of all schools nationally on key government measures. Whilst our academic results have always been exceptional, it is our commitment to the wider curriculum and personal development that we are most proud of.

Currently, we have 830 students and approximately 105 staff. Our rural and pleasant village setting belies our mixed comprehensive intake. Only a very small proportion (approximately 60) of our students live in Market Bosworth, reflecting the older age demographic of the village itself. Other students travel up to 10 miles from a wide and diverse geographical area, including around 100 from Leicester City. In September 2022, we welcomed students from 29 different Primary Schools, with just 7 being our official "catchment" feeders.



Deprivation factors that influence our students are mixed due to that wide geographical intake, but many face issues that would not be expected given our school's location. For example, nearly a quarter of our students live in the worst national category (out of 10) for the "housing and services" deprivation measure. This is 6 times the Leicestershire average. The villages that feed into the school range from larger villages such as Newbold Verdon, Ibstock and Desford, to smaller communities such as Witherley and Sheepy Magna.

***"You have maintained an outstanding quality of education in all aspects of the school. You are aspirational for pupils' success and hold the interests of pupils at the heart of all that you do. You have shared your very high expectations of staff and pupils. This has created a culture where everyone works collaboratively to reach them." - Ofsted 2018***



## Our Mission

"Educating with care to encourage success for all."

## Our Vision

- The Market Bosworth School is committed to providing the skills and knowledge that will allow learning to be part of a lifelong process, ensuring our students grow into ambitious young adults who are excited about the world around them.
- We are committed to raising standards for all our students, promoting the highest possible achievements, regardless of background or ability.
- We strive to educate with care to enable all students to realise their full potential, both academically and socially.
- We aim to work with students, staff, parents and the community to provide a safe and happy learning environment.



We set Strategic Aims each year that support our Mission and Vision. They form the basis of our annual School Improvement Plan and Self Evaluation where necessary.

We place great emphasis upon developing the whole person through the breadth, balance, and range of our curricular and extra-curricular experiences. Extra-curricular activities include residential trips to Paris, Dorset, Berlin and Bormio (Skiing).

Curriculum enrichment has included debating competitions, sports festivals, vocational visits and theatre visits, alongside day trips to The Skills Show, The National Space Centre, Oxford University and The Big Bang Fair.

***"The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations." Ofsted 2018***

Assistant Principals: Gary Marshall, John Slattery, Emma Ferreri Academy Business Director: Bianca Farrell



## Job description

**Job Title:** Cover Supervisor

**Pay:** Pay grade 8 (£24,501 - £26,850). The exact hours will be confirmed with the successful applicant. Generally, they would be: 36 hours per week (term time) + 1 week for teacher training days. Provisional hours will be 8.0am to 4.00pm – Monday to Friday. Approximate pay based on these hours / grade would be £20,402 – £22,359

The school may consider a pay grade 9 (£27,858 - £30,078) for a candidate with teaching experience. Approximate pay based on these hours / grade would be £23,198 - £25,047

**Responsible To:** Vice Principal, Cover Manager

**Responsible For:** Supporting the learning of students throughout the school.

**Key Relationships/ Liaison with:** Vice Principal, Teachers, Other classroom support staff, Leadership team.

**Occupational Standards:** Where appropriate, the applicant should be willing to seek appropriate standards e.g. Vocational accreditation / HLTA Standards, QTS or Equivalent.

**Job Purpose:** To support the school in the following ways:

**Cover Support.** Provide supervision of classes across the school in the event of the absence (planned or unplanned) of the teacher, ensuring that students are engaged in pre-set work, managing student behaviour and ensuring a safe environment.

**Tutor Support.** Plan, deliver and evaluate lessons for an identified subject to small groups or individual students.

**Teaching Support.** Work under the direction and supervision of a teacher/head of department to contribute to the planning, delivery and evaluation of learning activities for whole classes, groups and individual students. Specified work may be delivered to whole classes, without the presence of a teacher, on an ongoing basis as part of routine timetabling (e.g. PPA provision/ maternity leave) and/or on a more ad hoc basis

**Admin Support.** Undertake a range of administrative and support tasks across the school as directed by the Line Manager. This may include preparation of materials, creating displays, general administration tasks and parent / teacher liaison.

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri **Academy Business Director:** Bianca Farrell



**MAIN DUTIES AND RESPONSIBILITIES:**

1. In the absence of a teacher, to be responsible for a class of students, ensuring they are engaged in a learning activity that has been set by a teacher.
2. Deliver tuition to small groups of KS3 or KS4 students within a pre agreed timetable.
3. To help prepare, monitor and maintain a safe and secure learning environment. To assist in the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment.
4. To contribute to the preparation of a range of resources. To support the staff in their role of delivering high quality teaching and learning to all students.
5. To liaise with teachers / other relevant staff with regard to work set for a class, and ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.
6. To feedback to the class teacher on student engagement in the set work and also on any issues that may have arisen during lessons.
7. Having regard for equality of opportunity, to provide care and encouragement to all students, planning for and supporting their participation in activities and liaising, if required, with parents / carers / other professionals as appropriate.
8. To contribute to the development and review of relevant policies (e.g. Behaviour Management, etc.).
9. To organise and manage learning activities in ways which keep learners safe.
10. To undertake student registration of a class, as required.
11. To promote positive behaviour and relationships, using effective strategies in a timely manner, in accordance with school policy.
12. To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
13. To assist with the organisation of cover for absent colleagues (teachers or support staff), for both planned and unplanned absences.
14. To promote after school clubs and activities.
15. To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school policy.
16. To support students to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.
17. When not required to undertake any responsibility falling within the above, the post holder may be directed to provide additional support in the school, in accordance with the duties of other similarly or lower graded jobs for which they are suitably skilled/ qualified.

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri **Academy Business Director:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT

Tele: 01455 290251 Fax: 01455 292662 Email: [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk) Website: [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)



**Principal:** Stuart Wilson  
**Vice Principal:** David Beckitt

**This post is subject to a check being carried out at an Enhanced level by the Criminal Records Bureau regarding any previous criminal record.**

The job description sets out duties of the post when it is drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. It is vital to the ethos of the school that the post holder is flexible in taking on additional tasks, willing to offer help, and treats co-operation and support for colleagues as a top priority.

### Dignity at work:

To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, their age, gender, ethnicity, sexual orientation, disability or religion) and assist in ensuring equal access to education opportunities for everyone.



## Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The job description sets out duties of the post when it is drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

SIGNED ..... Principal

SIGNED..... Post holder

DATE.....

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri **Academy Business Director:** Bianca Farrell

Station Road Market Bosworth Warwickshire CV13 0JT  
Tele: 01455 290251 Fax: 01455 292662 Email: [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk) Website: [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)



## Personnel Specification – Cover Supervisor

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>• Good academic qualifications in Maths/numeracy and English/literacy</li> <li>• Coaching / Instructing /Teaching or other suitable/relevant qualifications</li> <li>• Knowledge / experience of a subject that could support a Vocational Qualification. (Eg Business, Sport, Finance or IT)</li> <li>• Knowledge / experience of a subject that could support an academic Qualification. (Eg Maths, Science, English, Geography)</li> </ul>	✓	✓  ✓  ✓	App/Doc  App/Doc
<b><u>Experience</u></b> <ul style="list-style-type: none"> <li>• Comfortable working with students aged 11-16</li> <li>• Experience of supporting planning, evaluation and delivery of learning activities for children and young people in a formal setting.</li> </ul>	✓	✓	App/Int/ Ref
<b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>• Knowledge of child protection, health and safety procedures and their application in a school/college setting.</li> <li>• Awareness of a range of frameworks that support the education, development and well-being of children.</li> </ul>		✓  ✓	App/Int/ Ref  App/Int/ Ref
<b><u>Skills/Attributes</u></b> <ul style="list-style-type: none"> <li>• Ability and willingness to undertake professional development.</li> <li>• Good interpersonal skills.</li> <li>• Empathy with children and young people.</li> <li>• Ability to effectively manage student behaviour in accordance with school/college policy and procedure.</li> <li>• Ability to work effectively as part of a team.</li> </ul>	✓  ✓  ✓  ✓		App/Int  Int/Ref  Int/Ref  Int/Ref  Int/Ref

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri **Academy Business Director:** Bianca Farrell



	Essential	Desirable	How assessed
<b><u>General Circumstances</u></b>			
• Attendance - evidence of regular attendance at work.	✓		App/Ref/ Med
• An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations.	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	✓		Med



***“The curriculum provides ample opportunities for pupils to develop their understanding of fundamental British values. They understand diversity and recognise that others may hold values that differ from their own. Pupils are provided with opportunities to develop leadership skills, for example as peer mentors. Pupils enjoy and appreciate these roles. The curriculum ensures that pupils understand how to keep themselves safe in a variety of situations.” Ofsted 2018***



## **Safeguarding**

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them. Shortlisted candidates will be subject to an online search to determine their suitability to working with children and keep them safe. As this post is required to work in "Regulated Activity" an enhanced DBS with a barred list check is essential. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children (KCSIE 2022). Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. All applications will be considered on their merit and the post will be offered subject to satisfactory pre-employment checks. Please see the school website for further information regarding safeguarding.

[https://www.tmbs.leics.sch.uk/docs/policies/Child\\_Protection\\_policy.pdf](https://www.tmbs.leics.sch.uk/docs/policies/Child_Protection_policy.pdf)

## **Data Protection**

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

## **References**

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. If the referee is school based the reference should be countersigned by the Headteacher as accurate in respect of any disciplinary investigations. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

## **Equal Opportunities**

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified.

## **Application details and Interview dates:**

**Closing date:** Monday 12<sup>th</sup> June 2023 (9am)

**Interviews to take place:** Thursday 15<sup>th</sup> June 2023

Please complete an application form and send this, together with a covering letter to:

**Stuart Wilson, Principal,  
The Market Bosworth School,  
Station Road, Market Bosworth,  
Leicestershire. CV13 0JT**

Applications are preferred via email to [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk)

For further information, please contact Katie Reynolds, PA to Principal, on 01455 290251

**Assistant Principals:** Gary Marshall, John Slattery, Emma Ferreri **Academy Business Director:** Bianca Farrell

---

Station Road Market Bosworth Warwickshire CV13 0JT

Tele: 01455 290251 Fax: 01455 292662 Email: [office@tmbs.leics.sch.uk](mailto:office@tmbs.leics.sch.uk) Website: [www.tmbs.leics.sch.uk](http://www.tmbs.leics.sch.uk)