



North East  
Learning Trust

# **Cover Supervisor Applicant Information Pack**

# Cover Supervisor

## Permanent

### Required as soon as possible

**37 hours per week, Term Time plus 3 additional days**  
**Grade 5 (£26,403 - £28,142 FTE) actual salary £22,378.41 - £23,852.34**

Churchill Community College is currently working closely with the North East Learning Trust and is seeking to appoint a Cover Supervisor to join our dedicated team of staff.

Churchill is a caring, friendly and inclusive school that is driven by a clear focus on learning and a desire to develop high aspirations in our students. Churchill is a loyal and close-knit community school where individuality is valued and where tolerance, acceptance and inclusiveness run deep.

This role will suit someone with previous school experience, either as a learning support assistant, trained teacher, or a graduate who is looking to gain first hand experience prior to applying for a teacher training course.

Our vision is that every child experiences excellence every day.

#### **We are committed to:**

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued
- A supportive and effective governing body

#### **We will offer you:**

- National Terms and Conditions of Employment
- Access to Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing

#### **The successful candidate will:**

- Have experience of working with young people
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have highly developed communication, organisational, negotiation and interpersonal skills.

#### **Deadline: Noon on Monday 3 November 2025**

Interviews taking place week commencing Monday 10 November 2025.

#### **How to apply:**

Application packs can be downloaded from our website.

Completed application forms should be returned to [recruitment@churchillcc.org](mailto:recruitment@churchillcc.org). You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

# Job description

**Post title: Cover Supervisor**

**Responsible to: Assistant Headteacher**

**Salary Grade: 5**

## **Job Purpose:**

- To supervise whole classes during the short-term absence of teachers.
- To challenge, motivate and inspire young people to achieve their potential and help them overcome any barriers to learning.
- Maintain good order within the classroom and ensure students are able to progress with their learning.

## **Duties and Responsibilities:**

### **Support for Students:**

- In the absence of the teacher, to be responsible for the supervision of students whose work has been set in accordance with school policy
- Answering students' queries about processes and procedures relating to the lesson and the work set.
- To support the learning of students by explaining, reading and clarifying work and encouraging the successful completion of tasks
- Registering and recording students' attendance in lessons
- Supervise entry and departure of students to and from lessons in accordance with school policy
- To collect completed work after the lesson and return it to the appropriate teacher
- Support students in accessing learning activities, as directed by the teacher
- To be responsible for creating and maintaining a purposeful, orderly and productive working environment
- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher

### **Support for Teachers:**

- Supervising the work of whole classes set by their class/subject teacher in accordance with school policy
- When not covering lessons, to undertake Learning Support Assistant duties in and outside the classroom

### **Support for the Curriculum:**

- Managing the behaviour of students to ensure a constructive learning environment
- Assisting with other activities relating to the supervision of students (general supervision during break periods and with the support and delivery of learning – personal assistance to teachers, supporting teachers in the classroom)
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use

### **Support for the School:**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To supervise students on visits, trips and out of school activities as required
- To undertake planned supervision of students' out of school learning activities as required
- To undertake duties at break and lunchtime by arrangement
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Assist with the supervision of students out of lesson times (clubs, extra-curricular activities, etc)
- To safeguard and promote the welfare of young people

### **General**

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety
- and security.
- Confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- Participate in training and other learning activities and performance development, as required.

## General

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**

## Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the school and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business.

## Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the school's policies and procedures, attend appropriate training, inform the Designated Safeguarding Lead (DSL) of any concerns, record any potential safeguarding incidents appropriately.

# Person specification

## Cover Supervisor

	Essential	Desirable
Education/ training	<ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills (at least NVQ 2 Qualification);</li> <li>• Participated in training related to various national strategies e.g. literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Meet the National Standards for HLTAs or equivalent qualification</li> <li>• HSW First Aid Certificate or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with children of the relevant age</li> <li>• Understand the principles of child development and learning processes</li> <li>• Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with groups of children in a school setting.</li> </ul>
Aptitude and skills	<ul style="list-style-type: none"> <li>• Effective ICT skills and experience of using ICT in a learning environment</li> <li>• Ability to use other types of learning technology:               <ul style="list-style-type: none"> <li>• Photocopying</li> <li>• Google Drive and/or Microsoft Teams</li> </ul> </li> <li>• Understanding of codes of practice and recent relevant education;</li> <li>• Good understanding of the principles of child development and the learning process</li> <li>• Can work as a member of a team, understanding their role in the classroom and associated responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• ICT Qualification</li> <li>• Training in the relevant strategies; numeracy and literacy.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Resilient</li> <li>• Good communicator</li> </ul>	

**References:**

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

**DBS:**

Churchill Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

**Pre-occupational health:**

Pre-occupational health check is an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

**Equal opportunities:**

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.