Cover Supervisor Recruitment Pack

CRESTWOOD
COMMUNITY SCHOOL







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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.



Section 1: Post Advertisement

Post:	Cover Supervisor
Start Date:	Immediate
Location:	Shakespeare and Cherbourg Campus
Salary Scale:	Grade D: Full-time actual salary £24,546-£27,007 (depending on experience)
Contract:	Permanent
Working Pattern:	Full Time: Monday-Thursday: 8 am-4 pm, Friday: 8 am-3.30 pm. 37 hours per week, 39 weeks per year
Closing Date:	Monday 23rd November 2026

Are you considering a career change? Thinking of working with young people? Perhaps contemplating teaching as a possible career in the future, then this may be the role for you. A Cover Supervisor will undertake the supervision of classes in the absence of teachers and provide support for teaching staff and extra curricular activities.

You must be educated to GCSE level with proficiency in Maths and English, have good communication skills with an ability to clarify and explain instructions clearly and be adaptable and flexible. Experience of working in a school environment would be advantageous but is not essential. The post of Cover Supervisor is to ensure teacher absence for whatever reason (sickness, professional development, meetings, etc.) can be covered by our own staff, who will be known to our students and familiar with the day-to-day procedures around the school. This alleviates difficulties finding supply teachers, whose teaching abilities can sometimes be undermined if they are new to the school and its students.

You will be required to cover classes in the absence of the class teacher across both campuses, therefore we are looking for someone with good organisational skills, who is patient and assertive with a good sense of fairness and discipline. You will be expected to maintain behaviour management standards of children, which on occasion can be challenging, and possess the ability to motivate and encourage children appropriately to make positive choices. The ability to form good relationships with our students and staff and play an active role in the school is essential. Duties will be varied and, as well as class cover, could include; providing classroom support, arranging displays of student work, preparing for open evenings or exams and other administrative tasks in support of the teacher. It will require a flexible and proactive approach, so that students can gain access to the work set and complete it in the time allowed. A non-confrontational approach to the students is essential. Training will be provided, but the post will only suit someone who can communicate with young people.

This post offers an exciting career opportunity for either someone new to the education sector, by providing an excellent opportunity to gain experience of working in schools, or for experienced individuals looking for fresh challenges.

We care deeply about our school, the staff, the students and the community we serve, we are a school with a heart. We as a school are clear about our improvement agenda and we work cohesively as a school wide team. As this was our fifth consecutive “good” grading it demonstrates that at Crestwood we are continually providing a consistent quality in all we do, against a backdrop of tougher standards and criteria to be judged against.

As a school we take staff well being seriously. We offer staff the following:

- Wellbeing weeks, with no commitments scheduled after school
- Free lunch every day
- Half termly cooked breakfasts
- Accrued inset days, taken as twilights, giving staff an additional 4 days off a year
- One well being day per year (during term-time), to be taken at their chosen time (after a qualifying period)
- Weekly thank you bulletin
- Birthday cards
- Heads discretionary leaves of absence for family events
- Acts of random kindness
- Access to mental health first aiders

For the successful candidate, a commitment to raising standards and a passion for developing young adults is essential: this entails a commitment to all learners, to excellence for all, and a belief that a good school makes a significant difference to learners' life chances, levels of attainment and the wellbeing of the community as a whole.

As a new member of staff you will be well supported: we have a comprehensive induction process, and you will be given an Induction Mentor and a 'professional buddy'. Crestwood prides itself on developing its staff through bespoke coaching and training.

We will ensure that the successful candidate has:

- Comprehensive induction including a dedicated mentor
- Continuous professional learning, development and improvement
- The opportunity to contribute to raising standards for all our students

Your application should comprise the Support Staff Application form (which can be found on our website). Applications, with the names and addresses of two referees, should be returned by hand, post or by email to hr@crestwood.hants.sch.uk. Applications must reach us before noon on the advertised closing date. Please note we cannot accept a CV as a means of application. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Crestwood Community School and Hampshire County Council are 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.





Section 2: About Crestwood Community School

We are one school over two campuses, serving the children of central Eastleigh, which is a vibrant town, with large amounts of development in both business and residential areas. There has been an expansion in the primary sector with several local schools undergoing expansion to their buildings to accommodate the growth in student numbers. Crestwood merged with the former Quilley School in 2016 to provide one secondary school for Eastleigh, something new and exciting, offering high quality education for the children of Eastleigh. In 2022 we became oversubscribed in every year group and are operating a waiting list across both campuses. The two campuses are situated at Shakespeare Road and Cherbourg Road and both offer the same high quality education to all year groups with little movement of students. We have two specialised Resource Provisions, dyslexia and SEMH.

As the long serving Executive Headteacher of this wonderful school, I have a clear vision and an absolute determination, alongside my team, to continue to improve even further the provision of education across Eastleigh. The school has a very mixed intake and as a result areas such as pupil progress, behaviour and attendance remain a challenge.

The composition of the school as of November 2026 was:

Students	Current	National	Eastleigh
School number on roll	1478	Well above National	
School %FMS (6)	37.48%	Close to average	Close to average
School %SEND support	18.61%	Above average	Above average
School %EHC plan	8.32%	Well above average	Above average
School %EAL	14.3%	Close to average	Close to average
School %LAC	1.07%	Well below average	Well below average

We agree with the recent Ofsted areas for Improvement and have established school wide staff working parties to address these.

The Ofsted report states that “Leaders and governors are driven by a strong sense of moral purpose. They are ambitious for pupils’ futures and drive to provide the best opportunities for them. Staff share these aspirations and are loyal and committed”.

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Staff are predominantly one campus based but may be expected to teach across both sites, whilst playing an active part in their innovative and high-performing teams. Across both campuses we have been successful in establishing a strong culture and ethos, typified by the #Crestwoodfamily.

Our Ofsted report from February 2024 stated that at Crestwood “there is a welcoming, friendly atmosphere”. They also said that “teachers and support staff, including those in the early stages of their career, are proud to work at the school. They particularly value school leader's careful consideration of their workload and well-being so that they can focus their efforts fully on pupils’ education.” In addition Ofsted report that “many pupils, staff and parents describe the school as a ‘big family’.

We have enhanced our campuses significantly over the past few years. We have refurbished nearly all areas across the school. We have had a new crescent area and roof at Shakespeare which has enhanced the building significantly. The Cherbourg Campus is situated between the town’s two post-16 providers. The site is well maintained with specialist facilities in excellent condition throughout, including 5 new Science rooms and refurbished Sports Hall. In totality we are a school continually on the up and have a can-do-more attitude.



Section 3: Person Specification

Job title:	Cover Supervisor
Salary Scale:	Grade D: Full-time actual salary £24,546-£27,007
Responsible to:	HR Bursar
Special Conditions:	An enhanced Disclosure and Barring Service (DBS) check is required for this post.

Qualifications

Essential

- Level 1 in Maths and English GCSE or equivalent)

Desirable

- Level 2 in Maths and English (GCSE Grade C or equivalent)
- Further study at further and/or higher education

Professional Development

Essential

- Experience of working with children and young people

Desirable

- Experience of working within a school

Experience

Essential

- Knowledge of secondary education.
- Knowledge of young people's attitudes and how to engage them

Desirable

- Experience of working with children ot young people in another setting

Knowledge and skills

Essential

- Empathy with pupils and sympathetic to their needs
- Ability to build positive relationships with staff and students

Desirable

- Understanding of principles of learning processes and in particular barriers to learning.

Personal Attributes

Essential

- Professionally discreet and able to respect confidentiality
- Well developed interpersonal skills
- Teamworker
- Trustworthy
- Ability to stay calm under pressure
- Good listening skills and good judgement
- Firm but fair
- Flexible and a good sense of humour
- Good health, stamina, resilience and tenacity
- Empathy with pupils and sympathetic to their needs

