

Cover Supervisor

Term Time Only

3 days per week (18 hours)

Permanent

C Grade £10,827 - £11,282

(FTE £26,018 - £27,111)



Candidate Information Pack

Yateley School, School Lane, Yateley, Hampshire. GU46 6NW Tel 01252 879 222

Ofsted Good Provider

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Headteacher: Mr P German BA NPQH
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E-mail: admin@yateley.hants.sch.uk
Web: www.yateleyschool.net
Address: School Lane, Yateley, Hampshire, GU46 6NW

YATELEY SCHOOL

Dear Applicant,

Thank you for your interest in applying for this position at Yateley School. If you are looking to work in a dynamic, fast-paced and innovative school then look no further! We are always keen to find enthusiastic teachers and support staff to join our thriving and successful mixed 11-18 school of over 1300 students (with over 200 in the Sixth Form).

We hope that the information provided helps you in making your decision to proceed with an application. However, a school visit, or an informal conversation by phone or online can be equally helpful, so do feel free to get in touch.

You would be joining a warm, supportive and highly skilled team who work collaboratively to support our students. In July 2023, Ofsted noted that '*staff are proud to work at the school. They feel valued, and have confidence in the school's leadership*'.

We make every effort to ensure all candidates have equality of opportunity throughout the selection process. If you have any specific needs or accommodations we should be aware of please do not hesitate to contact the school.

I would like to take this opportunity to extend my best wishes to all applicants. Whether or not you are successful on this occasion, I wish you every success in your future career.

Yours sincerely,

P. German

Paul German
Headteacher



Advert

Job Title:	Cover Supervisor
Salary:	C Grade £10,827 - £11,282 (FTE £26,018 - £27,111)
Contract:	Permanent – to start November 2026
Hours of Work:	18 hours per week (3 days) – Term Time Only.
	Our School Day is 8.30am-3.10pm.

We have excellent opportunity for someone to join our dynamic educational environment. As a Cover Supervisor, you will support curriculum delivery by supervising teaching groups during short-term absences. You'll deliver pre-planned material, assist students, and maintain classroom behaviour standard. You'll also provide general support to departments, playing a key role in the day-to-day running of the School.

You should have experience working with people or students and an interest in gaining or continuing Secondary School experience. Alternatively, you may be a qualified Teacher seeking a role without planning, marking or assessment duties. This term time only role (39 weeks per year) requires availability for 3 fixed days per week, Monday, Wednesday, Friday working 8.30am-3.10pm. Occasional overtime may be available from time to time, subject to operational requirements, but is not a regular expectation of the role.

Applicants should have a good standard of education, strong communication and organisational skills, confidence, humour and the ability to adapt. A calm, firm, and encouraging approach to discipline is essential. Classroom management and any presentation skills are a clear advantage.

Successful candidates will receive a comprehensive induction and ongoing professional development. Previous experience in an education setting is desirable,

Yateley School has a strong ethos of wellbeing for staff and students and is completely committed to securing the best academic and personal development outcomes for our young people as well as providing excellent professional development for staff.

Application Procedure

Interested applicants should complete the attached application form together with the personal statement within the form and address the job description and person specification in their application. CVs are not accepted. If you have any questions, please contact applications@yateley.hants.sch.uk

Closing date: 9am Monday 30th November 2026. Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

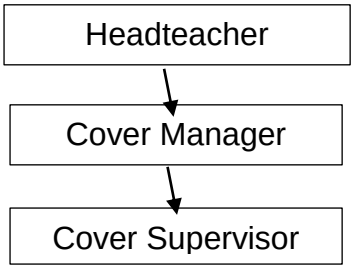
Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Job Description

SECTION A

ROLE PROFILE FORM REF:	02008
DEPARTMENT	Education (Schools)
ROLE TITLE	Cover Supervisor
ROLE REPORTS TO (Supervisor/manager's role title)	Cover Manager
ROLE PURPOSE (Why the role exists)	Under the professional direction of a teacher, to supervisor whole classes during the short term absence of a class teacher

SECTION B - ORGANISATION STRUCTURE



SECTION C – ROLE REQUIREMENTS	
Accountabilities	Accountability statements
Support for pupils	• To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities. • Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour. • Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy. • Respond to pupils' general queries and keep pupils on task.
Support for teachers	• Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher. • Comply with instructions requested by the usual class teacher. • Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

Support for curriculum	• Make appropriate use of equipment and resources. • Comply with lesson plans and instructions from class teacher.
Support for the school	• Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Undertaking playtime or lunchtime supervision of pupils. • In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed. • Participate in training and continuing professional development. • Attend relevant school meetings as required.
Corporate and statutory initiatives - equalities/health and safety/egovernment/ sustainability	• Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

SECTION D – THE KEY DECISION MAKING AREAS IN THE ROLE

- A cover supervisor will deal with pupil behaviour and make judgements when to refer incidents to a senior member of staff/class teacher.
- A cover supervisor will work without the close presence of a teacher.
- A cover supervisor will be required to produce general feedback to the class teacher and keep records as appropriate – as such the postholder will decide on what feedback to give.

SECTION E – The role dimensions – financial (eg budgets) and non-finanical (eg units, workload, customers/staff)

- A cover supervisor undertakes whole class or grouped class supervision in the absence of a class teacher.
- There are no financial responsibilities attached to this post.

SECTION F – The main contacts – external/internal customer contacts and purpose

Internal (in school) – pupils, other colleagues, teachers, headteacher, members of governing body.

External (outside school) – (usually under the direction of the teacher) parents/carers.

SECTION G – Working conditions – environment, and physical effort or strain

- School and classroom based learning environment (sometimes significantly constrained in terms of space/equipment/seating) – responsibility for maintaining calm.
- May need to be skilled in restraint techniques for dealing with difficult children.
- Expected to maintain behaviour management standards of children, some of whom can be especially challenging and difficult, and deal with racial/abusive language and bullying.
- Health and Safety responsibility for self, children and area which is particularly demanding in a child-centred environment.

SECTION H – Context/additional information

- Due to the nature of the role, the postholder will need to adapt to different classes and groups of children and will therefore need to demonstrate flexibility.
- It has a high confidentiality component and needs to hold the trust of both the pupils and colleagues. It may include acquiring information on child protection/family sensitive issues which must be treated carefully and appropriately.
- The size and type of school will be a factor in determining how the role operates as will the physical site of the school.

SECTION J – Entry: Necessary role-related knowledge, skills and experience at selection

- Empathy with pupils and sympathetic to their needs
- Trained at least to NVQ3 standard
- Minimum of 2 year's relevant experience in a teaching/learning/child support working environment
- Good literacy and numeracy skills
- Good communication skills and able to clarify and explain instructions clearly
- Professionally discrete and able to respect confidentiality on particular issues
- Well developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people
- Team Worker

SECTION K – Initial induction/training required to become effective in the role

Estimated time to become operationally effective: Up to 3 months

- knowledge of school and school systems/policies
- understanding of curriculum, particularly literacy and numeracy requirements
- approach towards pupil discipline and behaviour
- relationship between and respective responsibilities of teacher and Cover Supervisor
- professional relationships between staff and pupils
- support from "mentor"
- manual handling skills
- developing health and safety knowledge
- independent working, supported by teacher, with whole classes of children

SECTION L – Operationally effective: How would effectiveness in role be demonstrated?
• Firm, sensitive and effective approach towards pupil discipline • Good organisational ability • Able to provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records • Competent in working with group of pupils without direct supervision from the teacher • Ability to apply knowledge and skills from training in practical classroom context • Ability to motivate and encourage children appropriately • Ability to work independently and with initiative • Taking responsibility for whole class under the overall direction and during temporary absence of teacher • Ability to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents/carers, education psychologist, speech therapist)
SECTION M – Adding value: What characteristics will the advances role holder demonstrate?
• Ability to work effectively and relatively independently without daily supervision • Ability to adapt quickly and effectively to changing circumstances/situations. • Ability to undertake training for other Cover Supervisors.

How to Apply

Interested applicants should complete the application form* together with the personal statement within the form, and address the job description and person specification in their application.

Please submit completed applications to Applications@yateley.hants.sch.uk

CV's are not accepted.

Early applications are welcomed, closing could be earlier should a successful candidate be appointed.

If you have any queries regarding this vacancy or application process, please contact our HR department on 01252 879 222 or email applications@yateley.hants.sch.uk

*Applications are also accepted via TES and Education Jobs websites directly; all applications will be considered equally.

Safer Recruitment

Yateley School is committed to safeguarding and promoting the welfare of children and young people and expects 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 an Enhanced Disclosure from the Disclosure and Barring Service (DBS)

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

For the successful candidate, we can offer:

- A supportive team environment
- Continued Professional Development
- Teacher Pension Scheme (for teachers)
- Local Government Contributory Pension Scheme (for support staff)
- Free on-site car parking
- Preferential rates on Gym and Swim membership at our on-site Health & Fitness facility
- On-site Nursery facility for babies and children from 3 months to 5 years (subject to availability)

School Information

We are proud of our school – exemplary teaching and determined, resilient students. The challenge of providing a rigorous and challenging curriculum, alongside the need for breadth and skills development is taken seriously, as is our resolute insistence on giving and expecting the best. The school is regularly described as having 'high standards and a heart' and the level of pastoral care and individualised support is integral to the ethos of the school.

The Ofsted report of 2023 opens with *'Yateley School is a warm and welcoming community where pupils thrive'* and *'The school's values of 'Ready, Respectful, Safe' permeate all aspects of school life.'* Underpinning this is an ethos of high standards and high expectations. We work hard to create a caring and challenging learning environment where every individual can strive, enjoy and achieve and be supported to do so. The curriculum is broad and engaging and our accomplishments in cultural and sporting activities are truly inspirational. Ofsted noted that the *'curriculum offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations.'* No child is left out and it is a matter of pride for us that whatever a child's need, we can bring both our resources and individual care and attention to bear to ensure that every young person can thrive. *'Pupils invariably behave well in lessons and around the school site, having respect both for each other and for adults alike.'* Ofsted. Alongside vast opportunity within the curriculum, our superb House system ensures that all students can and should participate from the first day and play a full part in the success of both House and School

We have superb provision both within and beyond the classroom and we are confident that thepreparation for adult life offered at Yateley School is second to none. The school occupies a very pleasant and partially wooded site in excess of sixty acres. We have larger than average playing fields; a sports hall; a full commercial gym and swimming pool with day time school use and preferentialrates for staff; a dance studio; specialist music rooms, a theatre with a dedicated audio/lighting facility; dedicated ICT suites, a community hall, dining halls and specialist teaching accommodation for Technology, Mathematics, Science, English, Humanities, Modern Foreign Language, Performing Arts and Physical Education.

History and Location

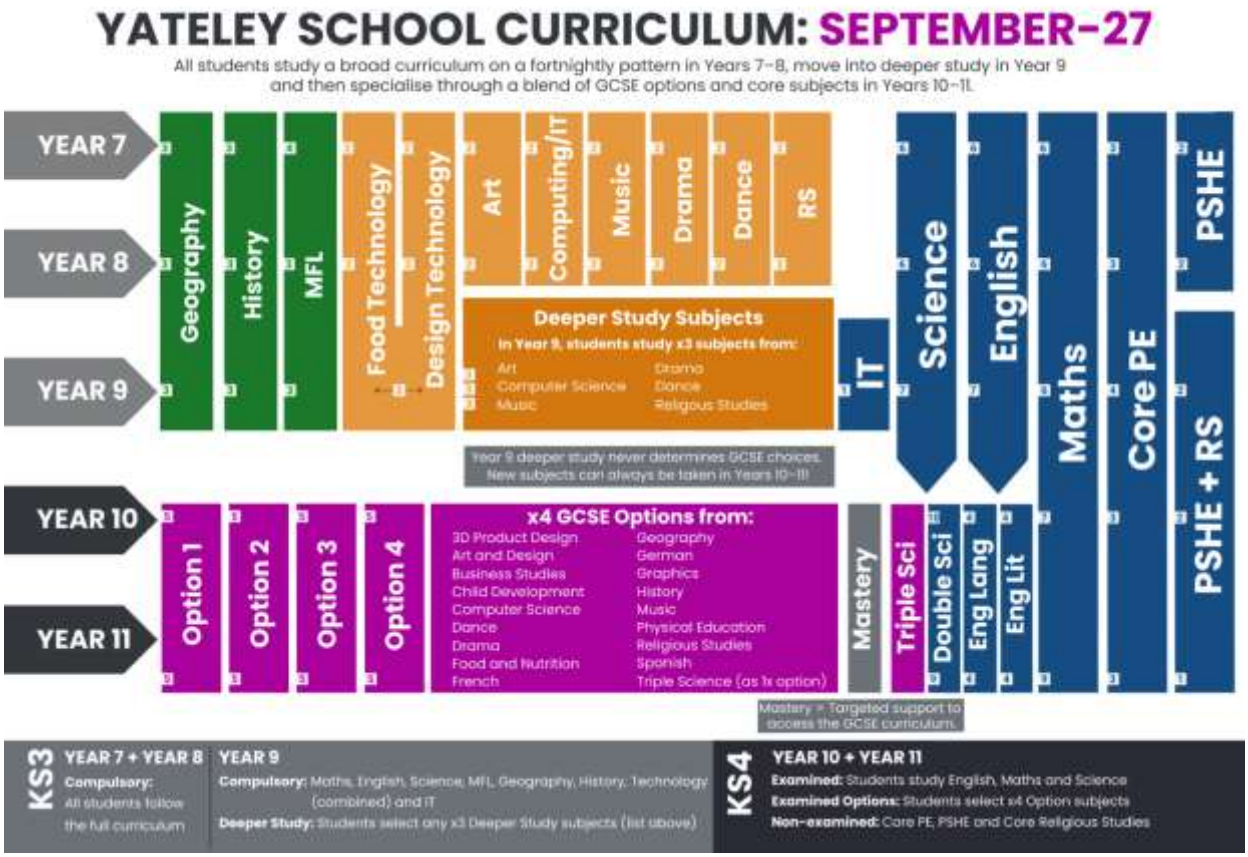
Opened in 1968 as Hampshire's first community comprehensive school, in purpose-built accommodation, Yateley School was and still is truly innovative. It has an on-site nursery, a sports centre, the town library and adult and community learning all co-located within the large and attractive site. It is now one of only four schools in Hampshire to retain a Sixth Form and this semi- autonomous part of the school is hugely successful and adds a vital dimension to the character and strength of the organisation.

Yateley School serves a mixture of rural and urban housing in and around the small town of Yateley in North East Hampshire. The Hart district of Hampshire is broadly quite affluent and nearby Fleet has been rated best in UK in a quality of life index. Yateley School's catchment is truly comprehensive and serves a broad mix of social and economic backgrounds. The school is well served by the nearby M3 and M4 motorways and there are railway stations in Blackwater (2 miles) and Farnborough (6 miles). The large towns of Reading (12 miles), Basingstoke (13 miles) and Guildford (15 miles) are all within easy reach. The centre of London is only 35 miles away.



Curriculum and Timetable

Our timetable is made up of five 60-minute periods each day, starting with a daily tutor time of 20 minutes. The curriculum in Key Stage 3 covers a broad range of subjects and runs over three years. In Year 8, students select three subjects from Art, Computer Science, Music, Dance, Drama and Religious Studies to continue in Year 9 for deeper study. The subjects they choose never determine their GCSE options; this is an opportunity to focus on subjects they enjoy and may wish to pursue to GCSE level. In MFL, students study French in Year 7 but also experience German and Spanish lessons. During Year 8 and Year 9, students either continue with French or take up Spanish or German as their language of choice.



GCSE options are taken in Year 9, where diversity and choice are extended still further with additional subjects available for KS4 at the start of Year 10. At Yateley School, students typically select four GCSE options, though we also have a Mastery pathway for a small number of students who take three GCSE options and then receive additional, targeted support to strengthen their literacy and numeracy skills, ensuring they are fully prepared for the demands of GCSE study and beyond.

Curriculum Detail

In KS3, we run a timetable model based on two blocks. Maths and Science are set based on SATs results and internal testing. English, Modern Foreign Languages (MFL), Computer Science, PSHE and PE classes are mixed ability within the two blocks. All other subjects are mixed ability throughout Key Stage 3.

We work to offer the broadest curriculum possible at KS4, and this range and breadth of subjects widens still further at KS5 with an exciting offer of courses designed to fit the needs of all learners. English setting begins in Year 10, and English classes also determine PSHE class groups.

Ofsted noted that the curriculum is "broad and balanced" and "offers pupils the opportunity to study a wide range of subjects to suit their interests and aspirations," with "creative, technical and performing arts… particularly strong." Ofsted also found that "pupils are supported and guided well to ensure that they follow appropriate courses for their ability."

This is complemented by an extracurricular provision that offers a wide range of experiences across many areas, including significant sporting success at district and county level. We continue to enhance our curriculum offer with a wide range of trips, visits and other events, with over 90 extracurricular opportunities on offer. Ofsted noted that "the extensive range of extra-curricular opportunities are highly valued by pupils" and that they "help pupils to develop their skills further beyond the taught curriculum."

Pastoral

The school offers high-quality support and guidance. Four Heads of House coordinate the work of their tutor teams, operating to some extent as a small school within a big school and developing a strong ethos and sense of purpose among their students. Tutor groups are organised by house and year group. Our detailed tutor programme and personal mentoring are regarded as the cornerstones of the school's ethos and underpin all we do; tutors are the first port of call for both students and parents.



Mission Statement, Vision and Values

Our mission is for Yateley School to be the pride of the community it serves, with exceptional progress for all, expert teaching and a curriculum fit for the future. Our school community will be confident, fulfilled and with consistently outstanding attitudes to learning

Yateley School exists to provide an excellent quality of education for the entire community that it serves; advancing education, learning and opportunity for the public benefit. Our school enables young people to understand, challenge and improve the world in which they live; to value their culture and accept those of others. Yateley School strives to develop responsible young adults who have the resilience and commitment to lead fulfilled lives and contribute positively to their society and to the environment.



Our Learning Values

Our Learning Values are captured by our Ambitious, Curious and Tenacious (ACT) philosophy to learning.



Ambition: We believe that everyone can play a significant role in identifying, nurturing and developing ambition. We must create an environment that supports driven individuals, and encourages others to join them in wondering what can be achieved.

Curiosity: A good question can open minds, shift paradigms and force the uncomfortable. We can help create thinkers. We believe that it is more important for our students to ask their own great questions – and more critically, their willingness to do so and seek answers.

Tenacity: Staff and students will persist more when they are treated fairly and with respect, whilst understanding that life is often challenging. Collectively, we will show tenacity in pursuit of personal excellence and we will set high expectations of what we can achieve together.

Our Behavioural Values

Our Positive Behaviour values are captured by the principles of being Ready, Respectful and Safe.



Ready: It is important that we are always ready for the day ahead and the learning possibilities. This begins each day by arriving on time and correctly equipped. It then flows into having a positive mindset and attitude in all learning opportunities to enable us to tackle the challenges that lie ahead.

Respectful: A key quality for everyone is to show respect. We must be supportive and listen to others, follow expectations and guidance and respect other people's property within the school and community. Being respectful will creative a calm and positive place of work and study.

Safe: We encourage everyone to be safe in all that they do within school and community. This includes being safe in physical interactions, looking after ourselves and others and being aware of how to use online resources like the Internet and social media appropriately.

Further Information

Please do visit our School website for more information and recent news

https://www.yateleyschool.net/

