



**Applicant Pack**

# **Cover Supervisor**

**Grade D/Salary £20,069** (Term time only, 31.25hrs per week)

**Start Date: January 2026**

<https://www.brookfield.hants.sch.uk/131/current-vacancies>

For an informal discussion about this post, more information or to arrange a visit please contact our Recruitment team on 01489 576335 or by email on [recruitment@brookfield.hants.sch.uk](mailto:recruitment@brookfield.hants.sch.uk)

**Closing Date: 3 December 2025**



## Headteachers Welcome

Brookfield is a school whose priority is to ensure staff and students are successful and happy. We have a rich and diverse curriculum open to all students, led by a highly talented group of curriculum leaders. Our students are engaged, confident, polite and well behaved (mostly) and move on to gain excellent results and future successes.

I am proud to say we have a lovely school which is down to how staff across the school work so effectively together. We have an ethical approach to leadership underpinned by strong, trusting relationships and collaborative working.

If you are an aspirational professional who shares our core values and wants to make a positive difference to the lives of the young people at Brookfield, then please complete the appropriate forms.

Before applying, why not visit us during the working day: Please contact Employee Support at [employeesupport@brookfield.hants.sch.uk](mailto:employeesupport@brookfield.hants.sch.uk) to arrange an appointment.

Yours faithfully

Stuart Parkes  
**Headteacher**



## Cover Supervisor Team

We have a large team of support staff within the school from our Admin team to Science techs. Within the larger support staff we have a team of 6 Cover Supervisors.

The Cover Supervisor team is made up of experienced and talented individuals, many of our Cover Supervisors have gone on to undertake teacher training.

They provide cover for absent colleagues as well as involving themselves in wider school life, running afterschool clubs that range from sports, crochet and Warhammer!

Based in the newly refurbished staff room between lesson cover, they are a welcoming and friendly team who support each other and the wider school.



## Your Opportunity

We are looking for a highly motivated individual who, secures excellent outcomes for students through great teaching by:

- Committing to support and engage with the curriculum you teach
- Developing classroom practice working alongside your Instructional Coach
- Working closely with members of your team and the wider staff
- Developing strong and trusting relationships with your classes
- Prioritising your own CPD

## In return we will offer you:

- A committed, enthusiastic, open and accessible team of staff with a desire to continue to move the school forward.
- A thorough and engaging staff wellbeing programme including access to counselling, private GP and physiotherapy.
- Excellent and varied CPD to ensure you continue to develop.
- Broad and diverse opportunities for professional development
- Participation in our support staff performance management, including regular meetings with your line manager.

Above all else we will ensure you feel valued, listened to and be able to contribute at Brookfield.





## **Main Duties and responsibilities**

### **Support for the Curriculum**

- To provide day to day cover supervision for the whole school, to ensure students can continue to learn and access learning resources in the absence of teaching staff.
- Use ICT effectively to support cover activities, learning resources and develop students' competence and independence in its use.
- Use the resources necessary to lead cover activities, taking account of students' interests, language and cultural backgrounds.
- Set high expectations which inspire, motivate and challenge students.

### **Support for Students**

- Use established systems for delivery of cover work set.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Implement the school behaviour and rewards systems.
- Promote the inclusion and acceptance of all students within the classroom. Encourage students to interact and work cooperatively with others.
- Support students consistently whilst recognising and responding to individual needs.
- Provide instruction and information to students to retain focus and keep pupils on task.

### **Health, safety and discipline**

- Promote the safety and wellbeing of students.
- Maintain good order and discipline among students, managing behaviour effectively to ensure a good and safe learning environment.

### **Professional development**

- Take part in the school's performance management procedures.
- Take part in further training and development in order to improve own teaching.

### **Communication**

- Communicate effectively with students.

### **Working with colleagues and other relevant professionals**

- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.

### **Personal and professional conduct**

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Work with the designated safeguarding lead (DSL) to promote the best interests of students, including sharing concerns where necessary.
- Promote the safeguarding of all students in the school.









Please note: Brookfield Community School may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice.

Brookfield 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.

**School Address**

Brook Lane  
Sarisbury Green  
Southampton  
Hampshire  
SO31 7DU

**Contact Information**

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