

Cover Supervisor (1 x 5 days per week and 1 x 2 days per week)

**Role 1: Salary range £27,254 - £29,539 FTE per annum
(Actual £20,040 - £21,720)**

38 weeks – 32.5 hours per week (5 days per week)

**Role 2: Salary range £27,254 - £29,539 FTE per annum
(Actual £8,016 - £8,688)**

38 weeks – 13 hours per week (2 days per week)

Required for: ASAP

Closing date: 9 January 2026

Interview date: TBC



Job Profile

Job Title: Cover Supervisor

Reports to: Assistant Headteacher

Location: Oakmoor School, Bordon, Hampshire

Function of the Post

To support the learning of students by providing cover for absent teachers by working with classes across all year groups. This will include setting work provided by the teacher, supervising and assisting with study and the management of classroom engagement. In addition to subject lesson cover, you will work as part of the team supervising students in our reflection room, checking in students and supporting them with their online learning, providing pastoral patrol during lesson time. When cover is not required, you will support our pastoral team to enable them to meet students one to one or in small groups. You may also be involved with supporting students in lessons and invigilating exams. Experience of classroom management and working with groups of 11-16 year olds would be an advantage but is not essential as training will be given to the right candidate.

Principal Accountabilities:

1. With high standards of expectation, deliver lively and engaging lessons from existing plans, responding to students' needs accordingly and in line with school policy.
2. Set work that has been planned by a teacher, ensuring students remain on task in a calm and purposeful learning environment.
3. Support students' learning by responding to questions about process and procedures.
4. Manage the engagement of students in the classroom, reporting as appropriate using the school's system and procedures, on the engagement of students during the class and on any problems arising.
5. Collect in completed work and resources after the lesson covered and return to the appropriate teacher and supply feedback with regards to any learning or behavioural issues and a report on progress made.
6. Promoting positive values and attitudes, manage the engagement of students under your supervision at all times in line with the school's Behaviour Policy.
7. Deal with any immediate problems or emergencies according to the school's policies and procedures.
8. Work as part of the team supervising students in our reflection room, checking in students and supporting them with their online learning, providing pastoral patrol during lesson time.
9. When cover is not required, you will support our pastoral team to enable them to meet students one to one or in small groups. You may also be involved with supporting students in lessons, assisting teachers to provide additional support as required.

10. Ensure behaviour issues are followed up appropriately in accordance with the school's behaviour policy.
11. Act as an invigilator, reader and/or scribe during formal and mock examinations and controlled assessments.
12. Take responsibility for the safeguarding of students in line with the school's Safeguarding Policy, reporting incidences as appropriate.
13. Attend meetings and training sessions as required and directed by your line manager.
14. Carry out any other reasonable duties and/or times of work as may be reasonably required in accordance with the grade and general level of responsibility within the school.
15. Carry out requests from the Senior Leadership Team in a prompt and efficient manner.
16. Undertake role assigned in the event of an emergency as detailed in emergency plans and evacuation procedures.
17. Share good practice across the Trust.
18. Take responsibility for your own well-being.
19. Take responsibility for your own career choices and actively seek CPD opportunities. Participate in training and other development opportunities as required.
20. Participate in appraisal and the achievement of objectives set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.
21. Maintain confidentiality and security of personal data at all times ensuring compliance with the Data Protection Act and assist the Operations Manager in responding to Personal Data and Freedom of Information requests.
22. During the period that you are not required to undertake Cover Supervision you will be involved in a range of duties that contribute to the effective operation of the school, as agreed with your line manager.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the Trust's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our Trust.

The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the Trust reserves the right to update your job profile to reflect changes in, or to, your post. All staff have a role in supporting the Trust's People Strategy.

Inclusivity:

The Trust believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The Trust is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Trust has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the Trust's portal. Any breaches may lead to termination of employment.

Health and Safety

Take responsibility for ensuring that workplace responsibilities within the Trust are carried out with full regard to, and in support of, the Trust's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

Sustainability and Environment:

The Trust is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The Trust will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the Trust's Environmental & Sustainable Development Strategy.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:

The current British and European Law states that the Trust cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Disclosure Service Certification from the Disclosure and Barring Service:

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The Trust is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the Trust's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs or from the Trust's Human Resources Department.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience**.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Your application form will be assessed for literacy, accuracy and attention to detail.

	Essential	Desirable	Evidence
Knowledge and Qualifications			
GCSE Grade C / Grade 4 or above in mathematics and English Language, or equivalent qualification	✓		Application Interview
A good understanding of the principles, strategies and practices for effective child learning and development	✓		
Knowledge of the working of a secondary school and secondary national curriculum		✓	

	Essential	Desirable	Evidence
Skills			
Organisation, time management and analysis skills that enable effective interpretation and delivery of predetermined plans to maintain the continued quality of student learning and development within the timescales required	✓		Application Interview References
Interpersonal and communication skills, both written and verbal support administrative duties	✓		
Developed skills to motivate and stimulate learning and ensure appropriate student behaviour	✓		

	Essential	Desirable	Evidence
Experience			
Working autonomously and organising your own working day	✓		Application Interview References
Experience of working with children, ideally in a secondary setting		✓	
Experience of effective teaching to pre-determined plans		✓	

	Essential	Desirable	Evidence
Personal attributes			
Flexible to the changing needs of the school, with a strong working ethos and a high level of commitment to the school, its improvement, its ethos and its values	✓		Interview References
Able to work on own initiative whilst recognising the importance of working with colleagues as a team member	✓		
Adaptable and sensitive when dealing with challenging situations, with the ability to be reflective and self-critical and to respond to feedback	✓		
Promote and support positive and high standards of behaviour	✓		
Resilience to manage the demands of the post	✓		

September 2024

Application Procedure

Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the school website www.oakmoor.hants.sch.uk or the Trust's website www.unicat.org.uk/find-job and submit it, so that it is received no later than the deadline.

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Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

Selection Procedure

The shortlist will be drawn up after the closing date. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.