

## Weaverham High School is a wonderful place to learn' OFSTED 2020

Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure.

We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

**"Be the best version of you"**



### Cover Supervisor

The Governors of Weaverham High School are looking to appoint a Cover Supervisor to start as soon as possible. The successful applicant will be reliable, able to work on his or her own initiative as well as being able to work as part of a team.

The post is permanent subject to a satisfactory references and probationary period. The salary range for this post is Grade 5 £25,989 to £28,142 per annum, actual salary £19,090 - £21,140 for hour 31.5 hours a week, Monday to Friday 8.15am to 3.30pm including unpaid breaks, 39 weeks per year.

### How to apply

Please complete the school application found on mynewterm <https://mynewterm.com/school/Weaverham-High-School/149614> as fully as possible and explain any gaps in your employment history. We place the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidate. The successful applicant will require an enhanced Disclosure and Barring Service check. Please note it is the practice of the governing body to take up references of all longlisted candidates. If this presents a problem please make this clear in your application.

**For further information email [jobs@weaverhamhighschool.com](mailto:jobs@weaverhamhighschool.com)**

**Closing date Sunday 22<sup>nd</sup> February 2026, Applications may close before the deadline, so please apply early to avoid disappointment**

Tel: 01606 852120 Fax: 01606 854033

[www.weaverhamhighschool.com](http://www.weaverhamhighschool.com)

## **Cover Supervisor Post**

The responsibility of the Cover Supervisor is to administer work which has been set for the class. This work will be set either by the normal class teacher or by the Head of Subject, if the teacher is absent. The post will not involve the planning or marking of pupil work, other than when this is part of the classroom activity, eg pupils marking each other's work. Marking and assessment will be carried out by the normal class teacher. The role will involve the active presence of the Cover Supervisor in the class and the constant interaction with pupils to ensure that work is being understood and completed to the high standard expected at Weaverham High School. Cover Supervisors will be expected to facilitate the highest standards of behaviour, learning and pupil progress in the lesson.

The Cover Supervisor will be familiar with the routines of the school and will become well known to pupils. Through establishing relationships they will be able to develop their own classroom management skills and make use of the behaviour strategies that are prevalent throughout the school. Our Behaviour for Learning Policy will be used by the Cover Supervisor to maintain high quality learning in the lesson. In this they will be supported by other colleagues, the Head of Department and members of the Senior Leadership Team as would befit any usual teacher.

The hours of employment for Cover Supervisors are 8.15am-3.30pm. Cover Supervisors will be expected to be in school by 8.15am to enable them to identify which classes they are covering and collect the appropriate work. At the end of the day, 3.00-3.30pm, they will support pupils attending Power Hour, in the completion of home-learning. In the event that the Cover Supervisor is not required for covering lessons, s/he will act as a Learning Support Assistant in lessons, deployed by the SEND Coordinator at the beginning of the day.

The Cover Manager is responsible for assigning the Cover Supervisor to specific classes. The Cover Manager is directly line-managed and appraised by the Data Manager who is responsible for over-seeing the smooth deployment and logistics of covering lessons in the absence of the classroom teacher. Cover Supervisors will be line-managed and appraised by the Raising Standards Team as part of ensuring high quality learning in the classroom, even in the absence of the usual classroom teacher. Cover Supervisors will also attend whole Staff Briefing each week and they will be supported through the whole school CPD to ensure that they feel confident in ensuring that high quality learning occurs in all lessons.

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| <b>JOB TITLE</b> | <b>Cover Supervisor – Secondary Schools</b> | <b>JOB REF NO</b> | <b>AAAE5080</b> |
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### **BASIC JOB PURPOSE**

Supervise whole classes of pupils and ensure that set work is completed to a good standard in the absence of the teacher. Cover is provided for the short-term absence of teaching staff to ensure continuity of learning for all pupils.

|  | <b>MAIN RESPONSIBILITIES</b>   |
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| <b>1</b>   | Supervise pupils who are undertaking work that has been set in accordance with the school policy so that high quality teaching and learning continues and progress is made in lessons by all pupils.   |
| <b>2</b>   | Follow the lesson planning sheet completed by the class teacher to ensure that maximum learning is achieved throughout the lesson.   |
| <b>3</b>   | Manage the behaviour of pupils whilst they are undertaking their work to ensure that they make the expected progress in their learning.  |
| <b>4</b>   | Respond to any questions from pupils about process and procedures so they can continue with their set work.  |
| <b>5</b>   | Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.   |
| <b>6</b>   | Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.  |
| <b>7</b>   | Complete the evaluation section of the Lesson Plan, so that the class teacher can respond to any learning needs identified by the Cover Supervisor in the next lesson.   |
| <b>8</b>   | Follow the School Behaviour for Learning policy to ensure the highest expectations of pupil behaviour and pupil progress.  |
| <b>9</b>   | In the event that the Cover Supervisor is not required to cover lessons, they will act as Learning Support Assistants, in lessons allocated to them by the SEND Coordinator. This will allow them to develop an extensive understanding of learning need at WHS and respond accordingly when covering lessons. |
| Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job. |  |