



**Brighter Futures Learning
Partnership Trust**
APPLICATION INFORMATION

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Job Description

JOB TITLE: Cover Supervisor for the Brighter Futures Learning Partnership Trust

BAND: 6, Scale Points 6-11

RESPONSIBLE TO: Deputy Headteacher

Job Purpose

- Supervise classes on a short-term basis in the absence of the regular teacher, ensuring a positive and productive learning environment.
- Support students within inclusion and isolation provisions, alongside carrying out general supervision duties across the school.
- Contribute to the school's extra-curricular programme by providing engaging daily enrichment opportunities.
- Participate in educational visits and wider school activities as required.

Key Duties & Responsibilities

- Act as an outstanding role model, demonstrating high personal and professional standards while promoting high expectations across the Trust.
- Promote and safeguard the welfare of children, young people and adults within the organisation, adhering to all statutory safeguarding requirements and Trust policies.
- Foster positive relationships and maintain a professional, optimistic approach when working with students, colleagues, parents, governors and the wider community.
- Reflect on and continually develop professional practice through regular self-evaluation, target setting and ongoing professional development.
- Consistently apply Trust-wide policies and procedures, ensuring compliance through effective monitoring and evaluation.
- Report to the designated member of staff responsible for cover at the start of each school day.
- Register and accurately record student attendance during lessons.
- Communicate clearly to students the work set by the absent teacher and provide the resources required to complete tasks successfully.
- Respond to student queries relating to lesson instructions and seek clarification from Heads of Department where appropriate.
- Maintain high standards of classroom management, ensuring students enter and leave lessons in an orderly manner.
- Ensure classrooms are left clean, tidy and prepared for the next lesson.

- Work closely with key staff to support students within inclusion and isolation procedures, providing guidance and encouragement where needed.
- Uphold school policies at all times, promoting positive behaviour and ensuring the health, safety and wellbeing of students.
- Participate in educational visits and provide supervision duties in line with the school rota.
- Liaise with designated Heads of Department to support curriculum areas and departmental initiatives as required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.

Person Specification

POST: Cover Supervisor, based at Hungerhill school for Brighter Futures Learning Partnership Trust

Qualifications	Essential	Desirable
<p>Education:</p> <ul style="list-style-type: none"> ➤ Demonstrates a good standard of literacy and numeracy, evidenced by GCSE English and Mathematics at grades A–C (9–4) or equivalent qualifications ➤ Evidence of continuous professional development ➤ Willingness and ability to obtain and/or enhance qualification and training for development in the post as and when appropriate 	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Experience:</p> <ul style="list-style-type: none"> ➤ Previous experience of working with young people. ➤ Experience of computerised systems ➤ Experience of working within a secondary school environment ➤ Previous experience with children with special needs 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
Knowledge and skills	Essential	Desirable
<ul style="list-style-type: none"> ➤ Excellent written and verbal communication skills ➤ Knowledge of issues relating to the safeguarding and welfare of children. 	<p>✓</p> <p>✓</p> <p>✓</p>	

<ul style="list-style-type: none"> ➤ Excellent communication and listening skills ➤ Ability to prioritise and manage own workload to meet appropriate deadlines ➤ Efficient and effective organisational skills ➤ Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues ➤ Current educational issues and barriers to learning ➤ Basic understanding of how to teach literacy and numeracy 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Personal qualities	Essential	Desirable
<ul style="list-style-type: none"> ➤ Excellent interpersonal skills ➤ An ability to establish positive relationships with young people ➤ Commitment to teamwork and establishing positive professional relationships ➤ Efficient and effective organisational skills ➤ Sound judgement, tolerance, and respect of others ➤ Confident and enthusiastic ➤ Reliable ➤ Confident in taking responsibility and working on own initiative ➤ Flexible and adaptable 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	



How to Apply

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete an application form through 'My New Term' website at [Education Job Search | Find Teaching, Leadership & School Support Jobs](#) (CV's will not be accepted for this post).

Closing date for applications is Monday 8th June 2026.

Interviews will be held on a date to be confirmed.

*Please note that if you have not been contacted by 10th June 2026, you have not been shortlisted for interview.

Good luck with your application

