



# Recruitment Pack

Cover Supervisor

Start date: September 2026

Full Time, TTO plus 5 days, Permanent



## Vision

Together we belong, develop character and achieve excellence



## Values



Responsibility



Kindness



Resilience

## Curriculum Intent



Promotes a love of learning and provides an environment for all students to succeed in, whatever they aspire to do.



Places high value on the breadth, acquisition, retention and application of knowledge.



Enriches and bridges gaps in cultural knowledge.



## Cover Supervisor

Contract: Permanent

Closing Date: 8am on Friday 10<sup>th</sup> July

Salary Range: SCP 12-17 (£24,708 - £26,803 actual salary)

This is an exciting opportunity for a talented colleague to join our vibrant and ambitious school as a Cover Supervisor.

Benton Park School is a thriving, inclusive comprehensive school located in Rawdon, on the outskirts of Leeds. With over 1,500 students—including a vibrant Sixth Form of over 200—we are proud to serve a diverse and supportive local community. Our recent move into a £28.5 million state-of-the-art building has created an inspiring environment for learning and working, underpinned by cutting-edge classroom technologies.

As part of the Moorlands Learning Trust, we are committed to delivering a truly aspirational education for all. Our school vision—"Together we belong, develop character and achieve excellence"—captures our belief in the power of community, personal growth, and high achievement. We are proud to be a school that goes from strength to strength, with good behaviour and attendance and strong outcomes and destinations for our students.

Our values—Kindness, Resilience, and Responsibility—shape our culture and guide every interaction. They underpin our commitment to developing confident, compassionate, and capable young people who are ready to make a positive contribution to society.

We celebrate the importance of community through a rich calendar of events that bring our school to life. Highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances provide students with opportunities to showcase their talents, develop leadership and teamwork skills, and build lasting memories. These events unite students, staff, families, and the wider community, reinforcing our ethos and strengthening the sense of belonging that defines Benton Park.

Our curriculum is broad, balanced, and enriched by opportunities for personal development, leadership, and community engagement—including strong partnerships with local primary schools through the Aireborough Learning Partnership Trust. We also take pride in our unique morning meeting structure, our strong pastoral care, and our relentless focus on effective teaching and mentoring, which together ensure excellent outcomes and a strong sense of connection for every student.

Benton Park is more than a school—it's a place where students grow, belong, and flourish.



## About Benton Park School

Benton Park School is a popular and oversubscribed comprehensive school located to the north-west of the vibrant and diverse city of Leeds. We are proud to serve a wide catchment area including Rawdon, Yeadon, Calverley and Farsley as well as areas further into Leeds and Bradford. Our families are incredibly supportive, and we work closely with a number of local primary schools through strong partnerships, including our work with the Aireborough Learning Partnership Trust.

We are fortunate to have benefited from a £28.5 million investment in our premises, resulting in a state-of-the-art learning environment that inspires both students and staff. Our bespoke Sixth Form centre has been extensively refurbished to create a welcoming and aspirational space for post-16 study, and our Sixth Form continues to grow in strength and popularity.

Our vision—“Together we belong, develop character and achieve excellence”—drives every aspect of our work. It is supported by our core values of Kindness, Resilience, and Responsibility, which underpin our inclusive ethos and commitment to developing well-rounded, confident young people. Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing, helping students to build the skills and character needed for success in life beyond school.

We believe in celebrating success and fostering a culture of inclusivity and positivity. Our rewards system recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in the wide range of enrichment opportunities we offer. These include lunchtime and after-school clubs, educational visits both in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our school identity. Annual highlights such as Live in LS19 music festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging—making Benton Park not just a place to learn, but a place to grow and thrive.



## Welcome from the Headteacher



Thank you for your interest in joining Benton Park School.

As a Cover Supervisor you would play a vital role in supporting our vibrant school community and helping to shape a strong, positive, and successful learning experience for all students. Your contribution would be part of a wider team effort that ensures every child feels safe, supported, and ready to thrive.

We are looking for a highly motivated, positive colleague who can contribute to maintaining excellent standards in all areas of school life. A team player, you will have the ability to form high-quality relationships with staff, students, and families alike.

Benton Park is a thriving, inclusive and oversubscribed comprehensive school located in Rawdon, on the outskirts of Leeds. We serve a diverse and supportive community and we are proud to recognise and celebrate this. Our school is proud to be part of the Moorlands Learning Trust, and we continue to go from strength to strength—with excellent behaviour, great attendance and strong outcomes and destinations for our students.

Our vision—“Together we belong, develop character and achieve excellence”—drives every aspect of our work. It is underpinned by our core values of Kindness, Resilience, and Responsibility, which shape our culture and guide every interaction. We are proud to have received national recognition for our inclusive and values-driven approach, including the RED Award for Diversity and Inclusion and the UK Gold Feminista Award for promoting gender equality and student voice.

We take an evidence-informed approach to school improvement. There are no gimmicks or silver bullets—just a relentless focus on doing the simple things well, every day. Our ‘warm-strict’ approach instils strong learning habits and helps students become better qualified, more successful, and happier. We expect students to follow routines, wear their uniform with pride, and be fully engaged in their learning.

Our curriculum is designed to ensure students know and remember more as they progress, with clear Learning Journeys and Progression Models that promote mastery and a love of learning. We place high value on the breadth, retention, and application of knowledge, and actively work to enrich and bridge gaps in cultural capital.

We also celebrate success at every opportunity. Our positive rewards culture recognises students who go above and beyond, and our philosophy—a busy student is a successful student—is reflected in our wide range of enrichment opportunities. These include lunchtime and after-school clubs, educational visits in the UK and abroad, and a thriving Duke of Edinburgh Award programme.

Community events are central to our identity. Annual highlights such as our music events including our Live in LS19 festival, Enterprise Day, Sports Day, and our school performances bring our community together, showcase student talent, and reinforce our values in action. These events help build character, confidence, and a strong sense of belonging.



Our Personal Development Curriculum places a strong emphasis on mental health and wellbeing—ensuring students are equipped not only for academic success but for life beyond school.

Joining Benton Park means becoming part of a school that is ambitious, inclusive, and deeply committed to making a difference. We look forward to welcoming a new colleague who shares our values and wants to contribute to our continued success.

Mr N Skilton  
Headteacher



## Teaching and Learning at Benton Park

### **I Do, We Do, You Do**

Our teaching model is built around Rosenshine's Principles of Instruction and follows I Do, We Do, You Do. Teachers ensure that they model excellence before scaffolding and guiding students to produce the best quality work possible. This enables students to then produce outstanding work during their independent practice.

### **Learning Journeys and Progression Models**

All of our teaching is built around our Learning Journeys and Progression Models. We believe that students should 'master' their learning and, in doing so, know and remember more. Our subject areas have developed high-quality and effective Learning Journeys and Progression Models to support this and ensure there are opportunities for immediate and effective feedback.

### **Subject Specialism**

We use every opportunity to connect students with subject specialists both inside and outside the school. The through-school approach helps us to offer students the chance to see their learning through the eyes of experts and to experience learning which has been developed and delivered by specialists.

### **Professional Development**

Developing our staff is incredibly important to use. All staff have access to professional development across the school calendar. We believe that the best professional development is not a one-off event but a process. To support the development of teaching across the school we use Teaching Walkthrus. Many of our staff also access external courses including NPQs.

### **Benton Park Fundamentals**

At Benton Park, we build our teaching around some crafted fundamentals to support teaching and learning. We explicitly teach these to our students to ensure that learning time is maximised and that transitions are effective. We pride ourselves on support all learners, including our most vulnerable, having access to the highest quality support through these fundamentals

### **Reading**

Reading, and literacy, form central pillars of our approach with students. Students have the opportunity to be read every morning to develop their reading and also their cultural capital. We expect every member of our School community to talk in full sentences at all times to support our drive for improved oracy and, subsequently, literacy levels.



## Job Description

<b>Role</b>	<b>Cover Supervisor</b>
<b>Allowances:</b>	<b>SCP 12-17 working Term Time only plus 5 days</b>
<b>Responsible to:</b>	<b>Lead Cover Supervisor</b>
<b>Line Manage:</b>	<b>N/A</b>
<b>Review Date:</b>	<b>September 2028</b>

### Purpose of the Job

- To supervise students during the short-term absence of teaching staff, ensuring that students are safe, well managed and able to complete the learning set.
- To support the smooth day-to-day operation of the school by providing flexible cover across classroom-based lessons, large spaces and other supervised student activities as required.
- To contribute to a calm, purposeful and inclusive school environment, maintaining high expectations of behaviour, engagement and conduct.
- To provide practical and administrative support linked to cover, student supervision, first aid and wider school operations as directed.

### Responsibilities

- Supervise whole classes during the absence of teaching staff, ensuring students complete the work set and remain engaged in purposeful learning.
- Supervise students in large spaces, including but not limited to assemblies, morning meetings, study spaces, internal cover areas, examinations, events and other supervised activities as required.
- Establish positive and professional relationships with students, acting as a role model and setting high expectations of conduct, effort and respect.
- Promote the inclusion, safety and wellbeing of all students, responding appropriately to individual needs and escalating concerns in line with school procedures.
- Maintain good order and a purposeful working atmosphere, using the school's behaviour systems consistently and proportionately.
- Provide clear instructions to students, answer routine questions about the work set and support students to remain on task.
- Record and report relevant information to teaching staff and/or leaders, including completion of work, behaviour, attendance, engagement and any concerns arising during cover.
- Support students to access learning activities, including the appropriate use of ICT and resources provided by teaching staff.
- Undertake routine marking or checking of work only where answers are predetermined and where no professional teaching judgement is required.
- Invigilate internal and external examinations, assessments and tests as required.
- Support the supervision of students during break, lunch, before school, after school, lesson changeovers, trips, visits and other school activities as directed.
- Contribute to the wider ethos, values and aims of the school, promoting kindness, resilience, responsibility and a strong sense of belonging.



## Cover and Administrative Support

The post-holder may be required to support the administration and organisation of cover as and when required. Duties may include (but not limited to):

- Supporting the daily organisation of cover arrangements under the direction of the relevant senior leader or cover lead.
- Preparing, distributing and collecting cover work and resources.
- Communicating cover arrangements clearly and professionally to staff and students.
- Maintaining accurate records linked to cover, student supervision, rooming, attendance and deployment.
- Supporting the effective use of school systems to record and retrieve information.
- Assisting with general administrative tasks linked to cover, supervision, events, trips, assessments or wider school operations.
- Responding flexibly to changing operational priorities during the school day.

## First Aid and Student Support

- Be first-aid trained and respond to first aid requests in line with the school's First Aid Policy.
- Be mental health first-aid trained and support students in line with school safeguarding, pastoral and mental health procedures.
- Maintain accurate records of first aid or student support incidents, ensuring information is recorded and shared appropriately.
- Escalate any safeguarding, medical, mental health or welfare concerns promptly to the appropriate member of staff.
- Support the safe supervision of students who may be unwell, distressed or requiring temporary support, while ensuring appropriate referral to pastoral, safeguarding or medical colleagues.

## Additional duties

- Undertake occasional lunchtime, break time, before-school or after-school duties as requested.
- Support and promote the school's policies on diversity, equality and inclusion.
- Be aware of and comply with policies and procedures relating to child protection and safeguarding, ensuring all concerns are reported appropriately and in a timely manner.
- Be aware of and comply with policies and procedures relating to behaviour, attendance, health and safety, first aid, data protection, confidentiality and information security.
- Attend and participate in meetings, training and professional development as required.
- Support internal and external school events as directed.
- Undertake any other duties commensurate with the grade of the post.

## Variation in Role

Given the dynamic nature of the role and structure of Benton Park School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post holder.



## **Health and Safety**

The post holder will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***



## Person Specification

Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths grade 4/C or above, or equivalent.</li> <li>Good IT skills and demonstrably good levels of literacy and numeracy.</li> <li>Willingness to complete relevant training required for the role.</li> </ul>	<ul style="list-style-type: none"> <li>First Aid at Work or willingness to obtain.</li> <li>Mental Health First Aid or willingness to obtain.</li> <li>Additional qualifications relevant to working with young people, supervision, pastoral support or administration.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> <li>Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with young people or in a role requiring strong supervision, organisation and communication.</li> <li>Experience of managing challenging situations calmly and professionally.</li> <li>Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a secondary school or educational setting.</li> <li>Experience of classroom supervision, cover, behaviour support or pastoral support.</li> <li>Experience of using school information systems such as Arbor or similar.</li> <li>Experience of administrative work in a busy environment.</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Ability to supervise groups of students effectively in classrooms and large spaces.</li> <li>Ability to maintain high expectations of behaviour and engagement.</li> <li>Strong communication skills with students, staff, parents/carers and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of behaviour management strategies in a school setting.</li> <li>Understanding of SEND, inclusion and barriers to learning. Ability to support the administration of</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to follow instructions and apply school policies consistently.</li> <li>• Good organisational skills and attention to detail.</li> <li>• Ability to remain calm, professional and solution-focused under pressure.</li> <li>• Ability to record information accurately and maintain confidentiality.</li> <li>• Understanding of safeguarding and child protection responsibilities.</li> </ul>	<p>cover arrangements.</p> <ul style="list-style-type: none"> <li>• Ability to work confidently with a range of data and school systems.</li> </ul>	
<p><b>Character</b></p>	<ul style="list-style-type: none"> <li>• Values-aligned, professional and student-centred.</li> <li>• Reliable, resilient and adaptable. Able to build positive relationships with students and staff.</li> <li>• Motivated, enthusiastic and flexible. Strong moral purpose and commitment to inclusive education.</li> <li>• Able to work effectively as part of a team.</li> <li>• Able to receive and act on feedback.</li> <li>• Good sense of humour.</li> <li>• Commitment to the full life of the school, including occasional events outside normal hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Willing to contribute to the wider student experience, including enrichment, trips, visits or extra-curricular opportunities.</li> <li>• Able to manage conflict constructively.</li> <li>• Able to inspire confidence in students, staff, parents/carers and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> <li>• References</li> </ul>

***We are actively committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. All appointments will be made subject to an enhanced DBS disclosure.***

***We promote diversity and want a workforce which reflects the population of Leeds.***



# BENTON PARK SCHOOL

A MOORLANDS LEARNING TRUST ACADEMY





**A MOORLANDS LEARNING TRUST ACADEMY**