



Orbis  
Education  
Trust



Southfield School



**Southfield School**  
Orbis Education Trust

**Cover and Lecture Theatre Supervisor  
RECRUITMENT PACK**

May 2026

## About

# Orbis Educational Trust

**Orbis Education Trust** was founded In September 2021 and comprises of:

**Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

**Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

**Hunsbury Park Primary School**, 4 – 11 years of age, 351 pupils, (Ofsted rating – Good, September 2022).

A fourth school will soon join the Orbis family;  
**Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of students, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

## Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events;



## JOB DETAILS

<b>POST OF:</b>	Cover and Lecture Theatre Supervisor
<b>AT:</b>	Orbis Education Trust, Southfield School
<b>SUMMARY OF ROLE:</b>	To supervise classes in the absence of a member of teaching staff and to carry out other supervision duties and administrative tasks as required
<b>COMMENCEMENT:</b>	ASAP
<b>CONTRACT TYPE:</b>	Permanent, Part time 33.45 hours per week, 191 days per annum
<b>SALARY:</b>	Orbis Scale Points: 17 – 20 £28,746 - £30,462 FTE. Actual Annual pro-rata salary: £22,098.68 to £23,417.86

# Joining Southfield School

**Southfield School has an enviable reputation, both locally and nationally, due to our established culture of high aspiration, high expectations and sustained academic achievement.**

We are committed to providing a world class education that focuses on every student achieving their potential through a challenging and balanced curriculum, set within a calm, safe and stimulating learning environment. This is underpinned by our commitment to develop life long learning habits and personal characteristics through our shared values of optimism, resilience, balance, individuality and synergy.

We are preparing all of our students for a world of exciting possibilities. We believe that our school provides something unique and the perfect environment in which to flourish and grow.

At Southfield School, we want to instil certain habits and attitudes to enable our students to be more confident in their own learning ability. By becoming more effective learners, students will better concentrate, think harder and find learning more enjoyable.

Whilst exam results are exceptionally important we believe that it is also our duty to support our students to become lifelong learners.

From the very first day of year 7 we promote the idea that all Southfield students should aspire to be high level learners.

There is a vibrancy and an energy across our school. We firmly believe that Southfield School is successful because we work so well with each other.

Our commitment to staff development and well-being is structured so that our students receive the very best every day.

Southfield School aims to provide for the future needs of our students. Careers and types of employment opportunities are evolving continually. Some are yet to be created and so we see it as our obligation to prepare our students to be competitive in anticipation of the unknown. Therefore, our strong focus on academic attainment is equalled by our commitment to develop transferable skills and personal characteristics through the many opportunities we provide.

We provide an education that prepares our young people for a future in which they will need to be adaptable, resourceful and ethical in facing complex challenges. Being a Southfield School student will mean the chance to be successful and have a positive influence on the global community. We aim for all of our students to be able to make an impact and leave a positive imprint on the world. We nurture our students with the future in mind today.

Southfield School is justifiably proud of its well-developed enrichment programme. Every week students take part in our 'Electives' programme in which they enjoy a range of physical/adventurous, creative and cultural activities. There are a similarly wide range of clubs and fixtures and a wide range of school trips.

The Royal Navy Combined Cadet Force (CCF) Contingent is now well established and cadets enjoy a full programme of yacht and dinghy sailing, canoeing, kayaking and paddleboarding.

Finally, the Duke of Edinburgh (DofE) Award Scheme is well attended at all awards levels, bronze, silver and gold; the expeditions take place both on foot and in canoes.



## Cover and Lecture Theatre Supervisor

<b>Post title:</b>	Cover and Lecture Theatre Supervisor
<b>Responsible to:</b>	Data Manager
<b>Hours:</b>	33.45 hours per week 8.15am to 3:15pm Monday, Tuesday, Thursday, Friday and 8:15 to 4:30pm on Wednesday including 30 mins unpaid lunch break each day
<b>Duration:</b>	191 days per annum
<b>Salary info:</b>	Orbis Scale Points: 17 – 20 £28,746 - £30,462 FTE. Annual pro-rata actual salary: £22,098.68 to £23,417.86

We are seeking to appoint a Cover Supervisor who will support our students by standing in for teachers when they are absent, this could be by covering a single class or up to four classes (approximately 120 students) working independently within our lecture theatre space. The successful candidate would ideally have experience working with children, be an excellent communicator with strong safeguarding knowledge who will maintain confidentiality at all times whilst working to achieve the best possible outcomes and wellbeing for our students.

### About us:

The school was accredited as World Class in July 2021 and as such, we are committed to providing a world-class education for every student through a well-designed and balanced curriculum. Our established culture provides a calm, safe and stimulating learning environment. Ethical leadership is at the core of all decision making at Southfield. As such, staff are valued, treated with respect and afforded a diverse range of opportunities that come with professional trust. We place significant emphasis on working collegiately as a staff to share our expertise and subsequently enhance the learning experience with our students.

With our trust growing, we are likely to have many more career development opportunities coming up in future.

### Why join us:

We invest in and support our aspirant and highly skilled staff, making it easy to access opportunities for continued professional development

Our safe and nurturing environment enables staff to thrive

We are a collaborative team working across the school and with wider Trust colleagues – sharing ideas, spreading best practice, supporting and challenging, and bringing out our very best

Our faculty consistently beats national performance indicators year on year

We offer:

- A staff wellbeing day during term time;
- Long service awards and social events;
- Competitive salary and pension;
- Healthcare scheme for staff members and their families;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities;
- Generous paid holiday entitlement;
- Opportunities for flexible working including a nine day fortnight;
- Free parking;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;

To apply for this role please visit: <https://mynewterm.com/jobs/138932/EDV-2026-KC-17330>

We would like the successful applicant to start as soon as possible.

**Closing date for applications:** 12.00pm 3rd June 2026. Interview date 8<sup>th</sup> June 2026. If this role attracts sufficient interest before the closing date, we may decide to interview this vacancy at an earlier date, so an early application is advised. If you want more info about the role, please contact us at [recruitment@orbismat.com](mailto:recruitment@orbismat.com) or 01536 513063

*Southfield School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.*



# Job Description

<b>Post title:</b>	Cover and Lecture Theatre Supervisor
<b>Responsible to:</b>	Data Manager
<b>Hours:</b>	33.45 hours per week 8.15am to 3:15pm Monday, Tuesday, Thursday, Friday and 8:15 to 4:30pm on Wednesday including 30 mins unpaid lunch break each day.
<b>Contract:</b>	Permanent, part time, 191 days per annum
<b>Salary info:</b>	Orbis Scale Points: 17 – 20 £28,746 - £30,462 FTE. Annual pro-rata actual salary: £22,098.68 to £23,417.86

## Principal Responsibilities

- Work in conjunction with the data administration team on a daily basis and under the direction of the relevant Heads of Department/Class Teachers when supervising lessons or undertaking administrative duties.
- Liaise with the data admin team regarding duties before and after school and at break time.

## Classroom/Lecture Theatre Cover

- Liaise with the data admin team to determine absence cover required and the relevant Heads of Department to confirm the work set by the absent teacher.
- Create an orderly and purposeful environment in which students can complete set work.
- Register and supervise students to monitor lesson progress and to report on the progress and behaviour of students to the absent teacher/Head of Department.

## Support

- To collate a bank of 'cover supervision' work for subjects at KS3 and KS4 in liaison with Department Heads.
- To support with admin duties or supporting SEN students in lessons when not required for cover supervision duties.

## Educational Visits

- To provide supervision of small groups of students on educational visits under the direction of the trip leader and to ensure the health and safety of those students.
- To participate in the organisation and supervision of school activity days.

## Examination Invigilation

To help to supervise groups of students taking internal and external examinations or students who are entitled to support or extended time for external examinations.

## Other responsibilities

- To undertake training in classroom management and any other relevant training that may be required.
- To support SEND, Pupil Premium and Looked After students where required.
- To supervise internally excluded students when appropriate,
- To observe the requirements of GDPR at all times.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or to the designated senior member of staff.

It is the practice of the school to examine Job Descriptions and to update them to ensure that they relate to the jobs as they are being performed or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to direct change to your Job Description after consultation with you

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share its commitment. The successful applicant will be required to undergo enhanced DBS clearance.*

# Person Specification

Attributes	Essential	Desirable
Education and Qualifications	5 GCSEs including English and Maths at grade 9-4/A*-C (or equivalent)	Advanced level  University Degree
Experience and Skills	<p>Excellent interpersonal skills</p> <p>Well organised</p> <p>Ability to effectively manage student behaviour both in the classroom and large group scenarios.</p> <p>Ability to remain calm in challenging situations.</p> <p>Ability to work in a team</p> <p>Ability to communicate effectively with key stakeholders i.e. support staff, teachers, parents and students.</p> <p>Ability to maintain confidentiality</p> <p>Be motivated and have the ability to take initiative and work independently</p> <p>Flexibility</p> <p>Committed to own professional development</p> <p>Experience of working with young people.</p>	Familiarity with ICT for learning.
Personal Characteristics and Aptitude	<p>Clean and smart appearance.</p> <p>Ability to work flexible hours on occasions which could include school trips.</p> <p>Willing to undertake training courses that are relevant to the duties of the post or are required for Health and Safety reasons.</p> <p>Committed and reliable.</p>	
Suitability to Work with children	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'.</p> <p>Appropriate and relevant references will be checked.</p> <p>Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>Commitment to equal opportunities in the delivery of the curriculum.</p>	