



Westfield School

# Lesson Supervisor

Applicant Pack



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# The Vacancy

## Post advert

**Deadline for applications:** 11.59pm on 24 September 2026

**To start:** ASAP

We are looking to appoint a highly motivated, skilled and creative Lesson Supervisor to work 5 days per week. We want someone who will share our vision and ambitions for our young people.

The successful applicants will need to have very good numeracy and literacy skills as well as excellent communication and inter-personal skills. Experience of working with young people in a school setting is desirable.

This post offers an outstanding opportunity to join our school and is ideal for an ambitious person who is looking to develop professionally. The role may suit anyone who may be considering a career as a teacher.

Our team of lesson supervisors work across the whole curriculum and also provide support to students as needed. You will supervise the work that has been set by the teacher and manage the behaviour of pupils in the classroom to ensure a positive learning environment.

We are looking for:

- Someone who is an excellent role model, creative and motivational
- Someone who is able to inspire and challenge young people
- Someone who has experience of working with young people preferably in a classroom environment
- Someone with exciting ideas who can build on existing good practice
- Be engaged in all aspects of a thriving school

When not required to cover lessons for absent teachers, Lesson Supervisors act as in-class support and/or supporting other areas within school.

This is a term time only position.

## Role summary

|                                                               |                                                             |
|---------------------------------------------------------------|-------------------------------------------------------------|
| <b>Post title:</b>                                            | Lesson Supervisor                                           |
| <b>Profile:</b>                                               |                                                             |
| <b>Grade:</b>                                                 | 5                                                           |
| <b>Grade spinal point range:</b>                              | 15-20                                                       |
| <b>Salary:</b>                                                | £31,015 – 33,673 (Actual pro rata salary £26,676 - £28,962) |
| <b>Accountable SLT post:</b>                                  | SLT Lead responsible for Cover Management                   |
| <b>Line manager (if different):</b>                           |                                                             |
| <b>Staff to be supervised or line managed by post holder:</b> | N/A                                                         |

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post holder will work with:</b>  | SLT Lead for Cover, Cover Manager<br>Other teaching and support staff                                                                                                                                                                                                                                                                                                                                                            |
| <b>Holiday and sickness relief:</b> | By and for other Education Support staff                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose of post:</b>             | Working within an agreed framework of supervision to complement the professional work of teachers by taking responsibility for agreed learning activities, specifically delivery of pre-planned whole class cover for absent teachers.<br><br>These activities can be for individuals/groups or whole classes and can include monitoring and assessment, recording and reporting on pupil achievement, progress and development. |
| <b>Version revised:</b>             | March 2024                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Contract:</b>                    | Permanent<br>37 hours/39 weeks (Term Time Only)                                                                                                                                                                                                                                                                                                                                                                                  |

## Job Description

The post holder must at all times carry out their responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

### Specific duties and responsibilities

To be responsible for covering lessons for short term absent teaching staff to the standards required by the school/Trust and appropriate external bodies. The postholder may also be required to provide support to students to help them overcome barriers to learning. Duties will include, but not be limited to:

### Support for the Curriculum

- Delivery of pre-planned whole class lesson cover for absent teachers
- Deliver learning activities to pupils adjusting activities according to pupil responses/needs.
- Under direction of the teacher, when required implement local and national learning strategies e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select relevant resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

### Support for the Students

- Use detailed knowledge and specialist (curricular/learning) skills to support pupils' learning.

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Assist with the development and implementation Personal Learning Plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

## Support for the Teacher

- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, when required, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Where appropriate supporting the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Where appropriate administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc

## Support for the Trust/School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role

- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All education support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

Job Title: Lesson Supervisor

| REQUIREMENTS                                                                                                                                      | Essential | Desirable | Assessment method<br>A = application<br>I = interview<br>R = reference |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|------------------------------------------------------------------------|
| <b>Knowledge, experience and skills</b>                                                                                                           |           |           |                                                                        |
| Experience of working with students in an educational environment                                                                                 | ✓         |           | A                                                                      |
| Experience of working in a secondary school                                                                                                       |           | ✓         | A                                                                      |
| Excellent Communication skills                                                                                                                    | ✓         |           | A/I                                                                    |
| Understanding of the educational environment                                                                                                      | ✓         |           | A                                                                      |
| Understanding of student's progress and achievement                                                                                               | ✓         |           | A                                                                      |
| Ability to effectively manage pupil behaviour in accordance with school/college policy and procedure                                              | ✓         |           | I/R                                                                    |
| <b>Qualifications</b>                                                                                                                             |           |           |                                                                        |
| Grade 4 or above at GCSE in English and Maths (or equivalent)                                                                                     | ✓         |           | A/I                                                                    |
| <b>Other skills</b>                                                                                                                               |           |           |                                                                        |
| Ability and willingness to undertake professional development.                                                                                    | ✓         |           | A/I                                                                    |
| Ability to use own initiative to work flexibly and respond positively to a range of situations                                                    | ✓         |           | A/R                                                                    |
| Ability to work effectively as part of a team.                                                                                                    | ✓         |           | I/R                                                                    |
| Maintain strict confidentiality of information                                                                                                    | ✓         |           | A/I                                                                    |
| Ability to foster good relations with a range of colleagues at all levels                                                                         |           | ✓         | A/I                                                                    |
| <b>Child Protection</b>                                                                                                                           |           |           |                                                                        |
| Understanding and awareness of Safeguarding procedures and practices, along with a commitment to promote the safety and wellbeing of young people | ✓         |           | A/I/R                                                                  |

## Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: [www.westfield.chorustrust.org](http://www.westfield.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.



A **collaborative environment** encouraging knowledge sharing and support.



Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).



**Career progression** opportunities within a growing, local trust.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Access to discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.



Term-time only contract postholders have the freedom of having **school holidays** off.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org)