



Stour Vale Academy Trust

REDHILL SCHOOL



CANDIDATE INFORMATION PACK

Cover Supervisor

ABOUT OUR SCHOOL

KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	70.7(FTE)
Date school established	1976
Budget	£8.4m
Pupil Premium	24%
% of students with SEN in the school	14%
% of students on free school meals	23%

ACADEMIC ACHIEVEMENTS

GCSE Results 2025

Attainment 8—Whole School 47.54%

Progress 8—Whole School 0.22 (2024)

Basics Standard (English and Maths 9-4) - Whole School 71.2%

Basics Good (English and Maths 9-5) - Whole School 53.1%

E Bacc (4+) - Whole School 47.3%

E Bacc (5+) - Whole School 33.3%

Data used from SISRA Analytics Collaborative Data 2025



Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

About our School

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

Safeguarding

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

To view Redhill School's Child Protection Policy please follow this link:

<https://www.redhill.dudley.sch.uk/policies>

Cover Supervisor

Since September 2005 Cover Supervisors have played a crucial role in supporting teaching and learning within our school.

Within the team there is a Team Leader who organises the cover diary and provides the team with their cover timetable.

There are two types of cover:

- Planned—this usually relates to training/meetings.
- Unplanned—this normally relates to first day sickness absence. Work will either be set by the absent teacher or Co-ordinator of Learning Area/Head of Department.

Cover Supervisors are linked to learning areas so that during times when cover is not required they are able to work in their area. This work can involve classroom displays, research etc.

On appointment a Supervisor will receive intense training for the first 2-3 weeks, this will involve shadowing teachers and the existing team members.

The Supervisor will then progress into the Classroom of their own. In addition to this, full CPD is in operation with a system that supports individual and departmental training needs. All new staff are supported with a thorough induction programme.

We wish to appoint a dynamic Cover Supervisor who will assist in inspiring students with their drive and enthusiastic approach to supporting teaching and learning.

JOB DESCRIPTION

Job Title: Cover Supervisor

Contract: Permanent Term Time only (39 weeks)

32.5 hours per week

Salary scale: Grade 5 SCP 7-11

£20,019.70 to £21,338.27 (- 5 years service)

£20,472.48 to £21,820.87 (+ 5 years service)

Responsible to: Headteacher/Admin Team Leader

Core Purpose:

- Support and complement the work of classroom teacher(s) for the education and development of pupils in school.
- To take responsibility for agreed learning activities under an agreed system of supervision.
- Delivering pre-prepared lessons as well as planning, preparing and delivering learning activities for individuals, groups and whole classes.
- To deliver the School's intervention programme as necessary.

Legal and Statutory Requirements

The Cover Supervisor's professional duties must be carried out in accordance with the following:

- The Stour Vale Academy Trust scheme of delegation
- The provisions of all applicable legislation
- Keeping Children Safe in Education (KCSIE)

Main Activities

Supporting Learning

Supervise whole classes undertaking pre-prepared activities provided by a teacher during the absence of a teacher.

- Manage the behaviour of pupils whilst they are undertaking work in line with the school's behaviour policy to ensure that the classroom provides a constructive environment, and deal promptly with conflict and incidents, recording them on relevant systems and escalating if necessary to an appropriate senior member of staff
- Collect any completed work after the lesson and return it to the appropriate teacher.
- Report back as appropriate using the agreed referral procedures on the behaviour of pupils during the class and any issues arising.
- Create a positive working environment and supervise pupils undertaking work set for them by their classroom teacher
- Ensure an explanation of set tasks is given to students to enable them to be completed, and that planning is followed and support is provided to pupils, including those with special needs, ensuring their safety and access to learning activities at all times
- Provide further explanations as needed and clarify instructions and ideas as appropriate
- Assist with the implementation of Individual Education Plans, Behaviour Plans and Care Plans as required

Resources

- Prepare the classroom/outside areas for lessons, ensuring resources are available and cleared away at the end of lessons as appropriate.
- Where absence of a teacher is known in advance, liaise with that teacher or Subject Lead to ensure a sequence of work and supervision that will provide effective cover of the class

Exams, Educational Visits and Other Supervision

- May invigilate exams and tests.
- May assist escorting pupils on educational visits.
- May assist with break time supervision including facilitating games and activities.
- Supervise tutor groups where necessary, updating attendance registers and performing daily checks and tasks
- Dismiss classes/individuals at the end of the period in line with school procedures, ensuring that the classroom is left appropriately

Personal and Welfare Support

- May assist pupils with dressing, hygiene and eating whilst encouraging independence.
- Support pupils in their personal, emotional and social development.
- May provide pastoral support to pupils e.g. as form tutor
- Deal with any immediate problems or emergencies in accordance with the school's procedures and policies reporting safeguarding concerns immediately via the schools procedure to the pastoral Team and DSL

Systems, policies and procedures

- May contribute to the development of policies and procedures.
- Responsible for the careful and safe use of equipment.
- Responsible for the safety and wellbeing of pupils in the classroom.

Team involvement

- May demonstrate own duties to new or less experienced staff.

Building relationships

- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Exchanges information with staff and parents/carers.

Record keeping and information management

- Provide feedback to pupils in relation to progress and attainment
- Provide relevant feedback to class teachers following lessons with a focus on the progress and attainment for individuals and groups of children
- Maintain records of work done during cover supervision periods.
- Follow school procedures and policies relating to record keeping, registration of classes, SEN, and safeguarding.

Other

- Take responsibility for improving subject knowledge by supporting class teacher and, Subject Leads as required and attending any briefing meetings, CPD and INSET days.
- Supervise children during break and lunchtime, as required.
- Be aware of, and comply with, policies and procedures relating to safeguarding, child protection, health and safety, confidentiality and data protection, recording/ reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall vision and values of Stour Vale Academy Trust;
- Attend and participate in meetings, training and other learning activities and performance development as required;
- Any other duties commensurate with the duties/responsibilities/grade of the post

Duties may vary according to the organisational structure within the school. The structure may include additional posts that are focused on either delivering or supporting the delivery of one or more of the responsibilities outlined above.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher/senior leader to carry out appropriate duties within the context of the job, skills and grade. It is the practice of Stour Vale Academy Trust to periodically review job descriptions to ensure that they relate to the job performed and to incorporate any changes. In these circumstances, Stour Vale Academy Trust will seek to reach agreement on reasonable changes but, where agreement is not reached, Stour Vale Academy Trust reserves the right to make changes to the job description, following consultation.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.

PERSON SPECIFICATION—Cover Supervisor

No	Categories	Essential	Desirable
QUALIFICATIONS			
1.	NVQ level 2 in Maths and English, and / or qualified or willing to become qualified to Level 2 Teaching Assistant.	◆	
2.	Other relevant training	◆	
EXPERIENCE			
3.	Experience working with children individually and in groups	◆	
4.	Experience of working with children across the range of ages served by the school	◆	
5.	Experience with SEND children and challenging behaviour	◆	
	Experience of running intervention programmes		◆
ABILITIES, SKILLS & KNOWLEDGE			
6.	Able to support to pupils' learning on a one-to-one basis, or in groups, including the provision of specialist support for SEND students, as appropriate.	◆	
7.	An understanding of learning and the process of learning	◆	
8.	An understanding of the development of the whole child	◆	
9.	IT and keyboard skills to allow basic record keeping	◆	
PERSONAL QUALITIES			
10.	Ability to relate well to adults and pupils	◆	
11.	Ability to organise self and others	◆	
12.	A calm, positive nature	◆	
13.	Commitment to safeguarding and promoting the welfare of children and young people	◆	
14.	Genuine respect for others and desire for equality of opportunity and diversity	◆	
15.	Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	◆	
16.	Can-do attitude and solution-focused approach with an ability to manage expectations and not over promise	◆	
17.	Have a willingness to demonstrate commitment to the values and ethos of Stour Vale Academy Trust	◆	



REDHILL SCHOOL
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Stourbridge
West Midlands
DY8 1JX

01384 986351

www.redhill.dudley.sch.uk

www.svat.org.uk

For an informal discussion about the role
or to arrange a tour of the school, please contact
Mrs C Davies, Admin Team leader
Either call 01384 986351 or email cdavies@redhill.dudley.sch.uk
(please include a contact number).

Please apply via My New Term
<https://www.redhill.dudley.sch.uk/new-jobs>

CLOSING DATE: Monday 9 March 2026 (9am)
INTERVIEWS: Monday 16 March 2026

All candidates are subject to safer recruitment procedures.

Stour Vale is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.