



TRUE LEARNING PARTNERSHIP



Poynton High School Cover Supervisor Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to Poynton High School, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in working at our school. Poynton High is a great school, full of inspirational young people and exceptionally talented staff. As Headteacher I am proud to have such a supportive, expert and engaged staff team and I hope that you will wish to move forward on your application and look to join us in due course.

We are seeking to appoint a well-qualified, enthusiastic and reliable Cover Supervisor to join our school. This is an excellent opportunity for someone with strong communication and interpersonal skills to become part of an ambitious and forward-thinking organisation.

The successful candidate will supervise classes during the short-term absence of teaching staff, ensuring students remain on task and engage positively with the work set. You will play a key role in maintaining a calm, purposeful learning environment and supporting high standards of behaviour.

We are looking for someone who is confident, adaptable and able to build positive relationships with students and staff, while applying school routines and expectations consistently.

Our school serves the families of Poynton, Disley, Adlington and surrounding areas and we lie at the heart of this community's learning needs. We pride ourselves on being a community where every young person is challenged to reach their full potential and experience success, regardless of their background or ability. We believe that all stakeholders—students, staff, families, and the wider community of which we are a part—share the responsibility of contributing to the growth and achievement of our students. Recognising that every young person is unique, we are committed to building strong relationships and fostering an inclusive environment that values individuality, celebrates all achievements, and empowers our students to thrive academically, socially, and personally.

We have approximately 1500 students in Years 7 to 13 and offer a wide range of A levels in our large and successful Sixth Form. We are proud of the academic excellence achieved by our students and of their involvement in wider school life. We hope that as a prospective member of staff you will share our mission to “inspire and empower all within our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”.

I would encourage you to visit our website (<https://www.poyntonhigh.org.uk/>) to get a better understanding of life here at Poynton High and if you have any questions that you would like to ask please do not hesitate to contact me directly on head@poyntonhigh.org.uk. I very much hope that you want to join our team, and I look forward to receiving an application from you in due course. Good luck!

Matthew Dean
Headteacher

Job Description & Person Specification

Grade:	CE Grade 6 (£28,598 - £31,022 FTE)
Salary Range:	£21,674 - £23,511 per annum (actual salary)
Contract:	Permanent
Hours:	32.5 hours per week - 39 weeks (term time plus 1 week)
Start Date:	September 26
Responsible to:	Assistant Headteacher
Line Managed by:	Assistant Headteacher

PURPOSE OF JOB:

In the absence of the class teacher, provide classroom supervision as set by the Cover & School Logistics Officer, to deliver pre-set work and facilitating learning. Ensuring that the school's Positive Behaviour for Learning guidance is followed and adhered to.

SPECIFIC RESPONSIBILITIES:

- In the absence of the class teacher provide supervision of, and be solely responsible for, a class of students during lesson time
- Communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations during the course of the lesson with regard to task completion
- Manage the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the school's Positive Behaviour for Learning Policy
- Establish productive working relationships with colleagues and students, acting as a role model and setting high expectations
- Collate completed work and learning resources at the end of the lesson, and leave in the room for the department/teacher to collect
- Ensure that classrooms are left neat, tidy and ready for the next lesson
- Contribute to the overall ethos, aims, and work of the school
- Provide cover when needed for the Behaviour Base, and Call In support, following school policies
- Participate in appropriate school-based meetings and training activities
- Undertake any administrative duties relevant and appropriate to this post including taking a class register and supervising a group during tutor time when the regular tutor is absent
- Utilise any 'free' periods providing classroom support within a teacher led class, for students with additional needs, as agreed by the Cover & School Logistics Officer
- Occasionally support exam staff in supervising whole year groups or classes during internal or external examinations including invigilating examinations
- Ensure the health, safety and welfare of students is maintained at all times
- Deal with any immediate problems or emergencies in accordance with the School's policies and procedures.

GENERAL RESPONSIBILITIES:

The postholder will be expected to:

- Use IT/computers to support learning – this includes Outlook, Powerpoint, Word, etc. Web-based learning platforms, interactive classroom boards
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management
- Undertake any necessary training associated with the duties of the post

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, equal opportunities and data protection, reporting all concerns to the appropriate person.
- Comply with the Health and Safety Policy of the school with regard to the wellbeing of themselves and others
- Carry out other duties commensurate with the level and grade of the post as directed by line or day-to-day management
- The responsibilities and duties attached to this role will be reviewed annually as part of the performance management process and may be subject to change. Any amendments requiring a change in grade or that are not within the general remit of the role will only be made after consultation with the post-holder.

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.

Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting, CVs will not be accepted.

Key Dates

Closing date for applications: Monday 29 June 2026 at 10am

Interviews will take place later that week.

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include;

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

TLP's Trust Board safeguarding representative is currently Julie Sutton. If you wish to raise a concern, please email info@truelearning.org.uk stating that the email relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



**TRUE LEARNING
PARTNERSHIP**

Contact Us



True Learning Partnership

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E: recruitment@truelearning.org.uk

