



# TRUE LEARNING PARTNERSHIP



## Glossopdale School & Sixth Form 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 Glossopdale School & Sixth Form, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in joining Glossopdale School & Sixth Form. Our school is an oversubscribed 11-18 comprehensive secondary school which serves the Glossop and wider community. We are a warm and caring school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

We exist to empower our students to find their purpose, develop high aspirations and thrive, both academically and personally. We provide a knowledge-rich curriculum which exposes students to powerful knowledge, places them on an ambitious pathway and develops the character traits needed as young people and into adulthood. Our core purpose is not merely finite 'success' for our students but our culture and curriculum enables them to thrive – to continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our students to succeed. At Glossopdale School & Sixth Form, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching students effective learning habits. We communicate and practise these regularly, as both staff and students.

While with us, we encourage every member of staff to stretch themselves and we give everyone access to a wide range of learning and development opportunities. We are a research-based school with the aim to develop highly effective evidence-based practices including teaching, learning and assessment, where we collaborate as a whole staff to persistently improve our pedagogy and where we evaluate our practice habitually.

We have some of the best facilities in the area having fully rebuilt our school in 2018. This not only provides both staff and students with everything they can expect for modern teaching and learning, but also gives us exceptional environmental credentials.

I am extremely proud to be the Headteacher of Glossopdale School & Sixth Form and consider it a privilege to be a part of such a vibrant and caring learning community. If you think this sounds like your sort of school, then we very much look forward to receiving your application to join us.

Kate Smith  
Headteacher

# Job Description & Person Specification

<b>Post Title:</b>	Cover Supervisor
<b>Grade &amp; Salary:</b>	Grade 7, Point 8 – 11, £22,109 - £23,720 actual salary (£27,088 - £29,062 FTE)
<b>Weekly Hours:</b>	35 hours
<b>Weeks per Year:</b>	39
<b>Contract:</b>	Permanent
<b>Start Date:</b>	September 2026
<b>Line Managed by:</b>	Assistant Headteacher

**PURPOSE OF JOB:** Alongside the responsibilities for a cover supervisor, the post holder will carry out cover and duty supervision duties as required.

## SPECIFIC RESPONSIBILITIES

- In the absence of a teacher, provide supervision of and be solely responsible for a class of students during lesson time.
- In the absence of the tutor, attend morning line up and supervise tutor or morning meeting activities.
- Manage the behaviour of students to promote and maintain order and a calm working environment for students, including implementation of the school's Behaviour Policy.
- Report back as appropriate on the behaviour of students during lesson, and any issues arising, using the school's agreed referral procedures.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Embed a consistent and effective learning environment by using whole school routines, language and processes
- Promote the inclusion of all students within the classroom and school.
- Ensure the health, safety and welfare of students is maintained at all times.
- Establish constructive relationships and communicate with other relevant professionals, in liaison with the teacher, to support students' learning and progress.
- Liaise with teachers, curriculum leaders and other relevant professionals regarding the work set for a class.
- 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.
- Motivate students to complete tasks set by the class teacher and encourage students to interact and work co-operatively with others to ensure all students are engaged on the set task.
- Issue Thrive points and Golden tickets at the end of lessons to reward students for thriving
- Respond to any questions from students about process and procedures.
- Deal with any immediate problems or emergencies in accordance with the School's policies and procedures and safeguarding.

- Provide comfort and immediate care in case of minor incidents, and report serious incidents to the appropriate person for action, in accordance with the School's guidance, policies and procedures.
- Collect completed work after the lesson and return it to the class teacher as appropriate.
- Support teaching staff in supervising whole year groups or classes during internal or external examinations including invigilating examinations.
- Accompany teaching staff and students on educational visits.
- Contribute to the overall ethos, aims, and work of the school.
- Be aware of, uphold, and contribute towards the development of the school's policies and procedures.
- 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 on short-term absence.
- To work within child protection guidelines and follow school procedures.
- Be involved in the general supervision of students during the lunchtime, extra curricular activities and duty rotas as required.
- To assist with classroom displays to create a good working environment for staff and students.
- Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, SENCO and class teachers.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Assist class teachers with maintaining student records.
- Review and use students' One Page Profiles in order to scaffold or make reasonable adjustments to support students in the classroom and pastorally.
- Provide backup for organising the daily cover arrangements when needed. This will include, but is not limited to, using Bromcom, liaising with supply agencies to arrange booking of supply staff. Organise lists and liaising with supply staff regarding arrangements of laptops and cover work instructions.
- Provide general admin support for departments as and when necessary.

## **GENERAL RESPONSIBILITIES**

The postholder will be expected to:

- To be able to carry out basic First Aid as and when required and to keep their basic First Aid training up-to-date
- Where appropriate, use ICT to support learning.
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's performance management
- Contribute to the School Improvement Plan targets.
- 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.

## Person Specification

Selection Criteria	Essential/ Desirable	Assessment
<b>Experience</b>		
Experience as a Cover Supervisor or similar	D	AIR
Experience of supervising young people	E	AIR
Experience of Bromcom or similar management information system	E	AIR
Up to three years experience working with children of relevant age	D	AIR
Participation in appropriate school based meetings and training activities	D	AIR
Administrative duties	D	AIR
<b>Qualifications/Training</b>		
Has level 3 or above (degree desirable but not essential) in related field or equivalent working experience	E	AIR
Good general education to GCSE or equivalent including Maths and English	E	AIR
Has demonstrated further professional development through qualifications or training	E	AIR
<b>Leadership &amp; Management</b>		
Has high expectations, sets and delivers high standards and commands credibility through expertise	E	AIR
High level communication skills and the ability to liaise with staff, students, parents and outside agencies	E	AIR
<b>Knowledge/Skills</b>		
Ability to communicate effectively with outside organisations such as teaching supply agencies	E	AIR
Ability to use ICT to effectively organise staffing	E	AIR
Ability to manage the behaviour of students to promote and maintain order and a calm working environment for students.	E	AIR
Ability to motivate students	E	AIR
Ability to support the processes and procedures for students' learning	E	AIR
Ability to work at own initiative and as part of a team	E	AIR
Excellent communications skills	E	AIR
Knowledge or a range of strategies to promote good behaviour	E	AIR
Awareness of the statutory frameworks relevant to their role	E	AIR
Knowledge and understanding of what makes for effective learning in a classroom setting	E	AIR
Knowledge and understanding of how a lesson is delivered	E	AIR

Knowledge and understanding of the different classroom roles and responsibilities in relation to this post	E	AIR
Awareness and understanding of the school's policies and procedures	E	AIR
Awareness of confidentiality issues linked to home/student/teacher/school work	E	AIR
Willingness to take part in extra-curricular activities	E	AIR
<b>Behavioural Attributes</b>		
Demonstrated skills in organising multiple tasks and projects	E	AIR
Has a sense of humour particularly when facing difficult and challenging situations	E	AIR
Is committed, resilient, robust and resourceful and of a reflective focussed and determined disposition	E	AIR
Is reliable and has an excellent record of attendance and punctuality	E	AIR
Sees tasks through to completion	E	AIR
Ability to work constructively as part of a team	E	AIR
Ability to meet deadlines	E	AIR
Ability to relate well to children and adults	E	AIR
<b>Other</b>		
Enjoys seeing young people learn in a positive climate and is committed to ensuring all students are supported in making progress	E	AIR
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	AIR
Acts with integrity, fairness and in an ethical manner	E	AIR

**Key**

**A - Application**

**I - Interview**

**R - Reference**

# **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: **Friday 26<sup>th</sup> June 2026 at 9am**

Interviews will take place week commencing 29<sup>th</sup> June 2026.

## 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](mailto:Cholyland@truelearning.org.uk)

True Learning Partnership Trust Board safeguarding representative is Paul Jarvis. If you wish to contact them, please e mail [info@truelearning.org.uk](mailto:info@truelearning.org.uk) stating that the e mail 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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