



Cover Supervisor  
March 2026





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire, HU5 4QH

Telephone: 01482 342229

Email: [info@kelvinhall.net](mailto:info@kelvinhall.net)

Website: [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr J Shaw

Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Cover Supervisor at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

A handwritten signature in black ink, appearing to read 'James Shaw'.

**James Shaw**  
Headteacher





## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



# Senior Leadership Team



**Christopher Leng**  
Director of Secondary Education



**James Shaw**  
Headteacher



**Claire Grandidge**  
Deputy Headteacher  
DSL



**Lauren Piercy**  
Deputy Headteacher



**Jayne Graham**  
SEND



**Jo Andrews**  
Inclusion



**Rachel Hilton**  
Personal  
Development



**Claire Keddy**  
Developing  
Teaching



**Caroline Dawes**  
Key Stage 3

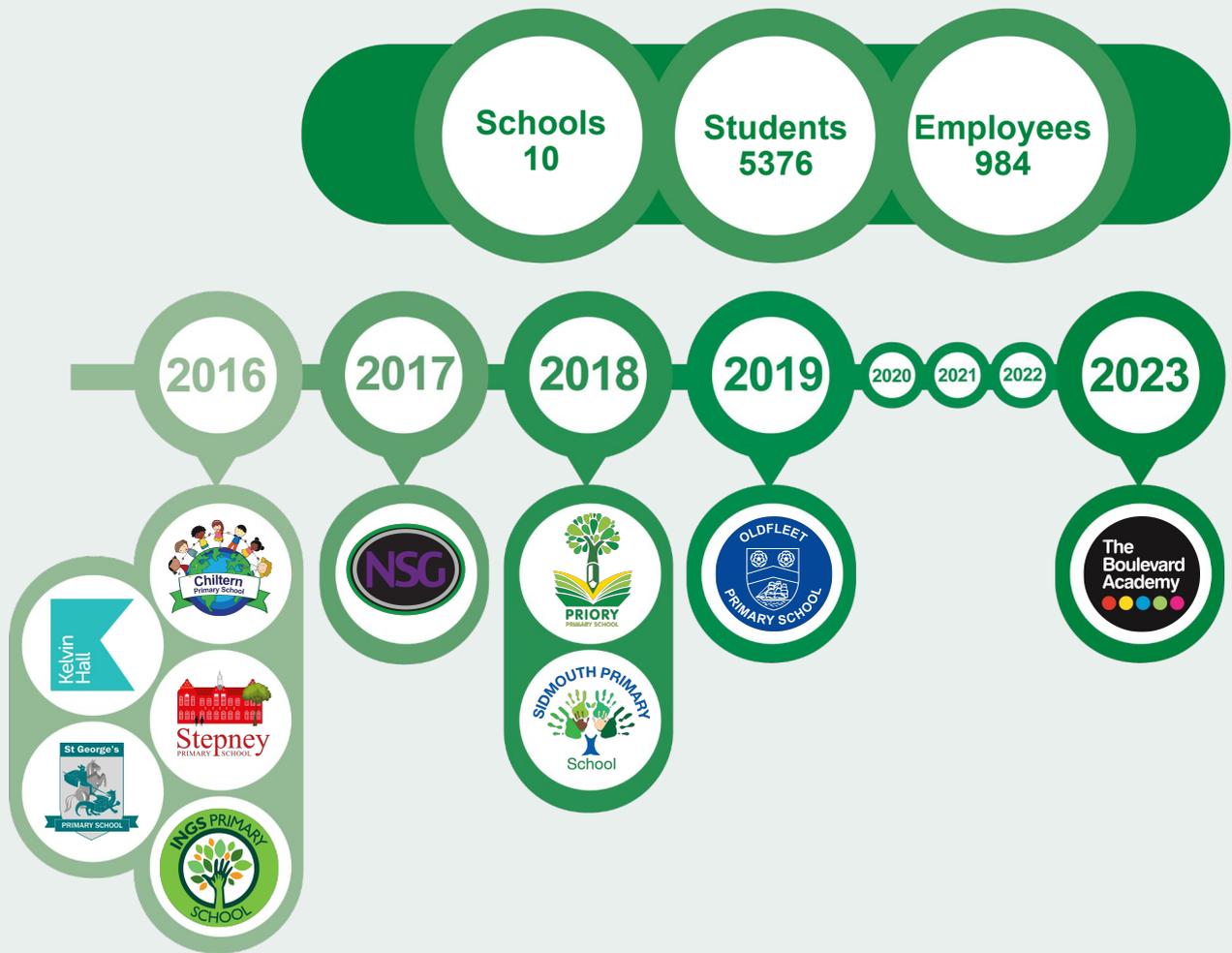


**Emily Sansam**  
Key Stage 4



**Craig Suddaby**  
Behaviour  
and Culture

# Our Journey so far...



## Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Cover Supervisor**  
**Grade 6, scp 13 - 19 (£22,366 - 19 £24,673 actual salary)**  
**33 Hours per week, term time only plus 5 training days**  
**Monday 8.30am to 4pm, Tuesday to Friday 8.30am to 3.30pm (30 minutes lunch break)**  
**Permanent to start as soon as possible**

Thrive Co-operative Learning Trust is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

### **The Opportunity**

Kelvin Hall School is looking to appoint staff to our Cover Supervisor Team to complement the work of teachers. This role will mainly involve taking responsibility for providing cover and supervision for classes of pupils in the absence of the teacher, including the delivery of planned lessons and learning activities to support the progress of pupils.

Should no cover be required, there will be other agreed duties to support the school, which may involve supporting pupils primarily with SEN, preparing and delivering learning activities to individuals or groups of SEN pupils.

### **What You Will Bring**

We are looking for a committed practitioner to support and implement our strategies for working with students to overcome barriers to learning. We are looking for someone who believes in building strong relationships with students and is willing to go the extra mile to support them in being successful in school.

The position demands high professional standards and experience of working with adolescents/young adults

### **What We Offer**

- An inclusive and forward-thinking school within a supportive Multi-Academy Trust
- Opportunities for professional growth through leadership development programmes
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Local Government Pension Scheme

### **Next Steps**

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Alex Rey (PA to the Headteacher/SLT) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

**Closing date: Wednesday 8th April 2026, 16:00pm**

**Interviews: Week commencing Monday 13th April 2026**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

# Job Description

<b>Post Title</b>	Cover Supervisor
<b>Grade</b>	6
<b>Location</b>	Kelvin Hall School
<b>Reporting to</b>	SENCO and Assistant Headteacher

## Purpose of Role

To complement the professional work of teachers by providing cover and supervision for classes of pupils in the absence of the teacher, providing learning activities under an agreed system of supervision, supported by direction from teaching staff/SENCO/Leadership Team in line with school policies and guidance.

This will involve:

- Mainly responsibility for providing cover and supervision for classes of pupils in the absence of the teacher, including the delivery of planned lessons and learning activities to support the progress of pupils.
- Monitoring pupils; assessing, recording and reporting on pupils' achievement, progress and development.
- Additionally you may be asked, where appropriate to act as a tutor, in particular, supporting Literacy and Numeracy development activities for the specific group.
- Should no cover be required, there will be other agreed duties to support the school which may involve supporting pupils primarily with SEN, preparing and delivering learning activities to individuals or groups of SEN

## Key Responsibilities

- To promote the inclusion and acceptance of all pupils within the classroom.
- Promote and safeguard the welfare of children and young persons.
- Promote a school culture that takes account of the richness and diversity within all areas of the school community.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations in the learning environment.
- To cover lessons in the absence of a teaching member of staff for short term absences, delivering pre-planned work in accordance with the teachers instructions.
- To support departments, teachers, SENCO and the Senior Leadership Team to contribute towards the development and delivery of classroom learning activities.
- To support all pupils and classes consistently whilst recognising and responding to their individual needs, delivering classroom learning activities.
- To work with teachers where appropriate, evaluating and adjusting work plans as appropriate including accurate feedback on work where appropriate.
- Administer and assess routine tests, exams where appropriate.
- Support planned supervision of pupils around the school site.
- Supervise pupils on school visits where appropriate.
- Assist with the supervision of pupil needs and events outside the classroom as required.
- To encourage pupils to interact and work cooperatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance in our pupils.

- To act as a tutor where appropriate, setting, maintaining and upholding school standards of punctuality, behaviour, uniform and other relevant areas, applying all school policies consistently.
- To ensure tutor time is well organised where appropriate, enabling constructive activities to take place including; group discussion and positive group interactions; Literacy programme; Numeracy programme and monitor pupils' progress across all subjects.
- Supervise all pupils in the classroom, ensuring that work set is completed.
- Register and record pupil attendance in lessons.
- Answer pupil queries in regard to learning activities in the classroom.
- To assist with the supervision of pupils out of lesson times, including before, after school, and at lunchtimes.
- To support whole school behaviour policy to create a positive climate for learning
- To support SEN students and their progress as and when required both in and outside the classroom.
- To work flexibly in the interests of the school as required.
- To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
- To work in a professional manner with integrity, maintaining student and staff confidentiality.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive school culture.
- To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
- Any other duties of a similar nature and level of responsibility as requested by the SENCO Senior Leadership Team or Ex Headteacher/Head of School.

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children.
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	None

		E	D	How Identified
<b>Qualifications</b>	GCSE in English & Maths at Grade C/ 4 or above	✓		AF, Q
	A continued commitment to CPD	✓		
	Qualified to Level 3 or Graduate in a relevant subject <b>OR</b> significant school experience		✓	
	Child Protection Qualification Level 1 or commitment to acquire qualification within the 1st Year	✓		

		E	D	How Identified
<b>Relevant Experience</b>	Working with young people both in small and Larger groups.		✓	AF, I, R
	Working with whole school classes		✓	
	Delivering learning activities for school whole classes		✓	
	Delivering learning activities for individuals/groups of specific pupils with additional learning needs.	✓		
	Working in a school environment or similar.		✓	
<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	The ability to work independently and use their initiative	✓		
	Awareness of the importance of confidentiality	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	An understanding of school curriculum, age related expectations of learners.		✓	
	Knowledge of the key factors affecting the way young people learn.		✓	
	Knowledge of how to raise attainment, achievement and aspirations		✓	
	The post holder should have basic knowledge of ICT and its applications including how e-learning can support the curriculum and achievement	✓		
	Knowledge of relevant policies and awareness of relevant Legislation e.g. Child Protection	✓		
<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Good communication skills	✓		

		E	D	How Identified
<b>Written Skills</b>	The post holder should have a good standard of literacy and numeracy.	✓		AF, R, I
<b>Personal Qualities</b>	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		AF, I
	Ability to reach logical conclusions and make high quality reasoned decisions based upon available information	✓		
	Resilience, ability to deal with a large volume of work and heavy demands on one's time	✓		
	The ability to think and plan strategically	✓		
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)