



FARINGDON COMMUNITY COLLEGE



Cover Supervisor

www.fccoxon.co.uk

Welcome from the Headteacher

Dear Colleague,

Thank you for your interest in this position at Faringdon Community College.

Our school is a vibrant and nurturing place where we believe in unlocking the full potential of each individual. We are committed to providing a rich and engaging curriculum that challenges and inspires, encouraging curiosity, critical thinking, and a lifelong love of learning. Our dedicated and passionate staff work tirelessly to create a supportive atmosphere where students feel safe, valued, and empowered to explore their interests and develop their talents.

Beyond academic excellence, we place a strong emphasis on character development. We strive to instil the core values of 'belong, believe, aspire and achieve' in our students, preparing them to be responsible citizens who contribute positively to society. We believe that a strong partnership between home and school is crucial for a child's success, and we encourage open communication and active participation from all members of our community.

We truly believe that every member of our community has great potential, and we are dedicated to nurturing the confidence and mindset for students to try new things, ensuring that everyone can keep getting better in all they do. We are also extremely proud of our rich and varied extra-curricular activities, as well as the numerous trips and visits we offer, which play a vital role in building confidence and broadening horizons and experiences for all.

Best wishes,

Lisa Barker
Headteacher



Our Vision and Values

Our Vision

We aspire to be a 'Beacon of Excellence', delivering high-quality, inclusive education and enriching experiences within a nurturing and supportive environment. We champion high aspirations, academic achievement, and personal success for every learner.



Our FCC Promises

To achieve this vision, we make four promises; three to our students and families, and one to our valued staff:

- We will deliver high-quality, inclusive teaching.
- We will provide a nurturing environment.
- We will immerse you in a wide range of enriching experiences.
- We will empower our staff through a supportive and developmental framework.

Our Values

Our core values—Belong, Believe, Aspire, Achieve—are woven into the fabric of school life. When young people feel they belong, they begin to believe in themselves. With belief comes aspiration, and with aspiration, achievement beyond what they thought possible.



Our School

Visitors to the school comment on the calm and purposeful environment in classrooms, workshops, labs and other teaching spaces. The positive relationships between students and staff, based on mutual respect, are at the heart of high standards of teaching, learning and personal development, supporting everyone's progress and achievement.

FCC is a positive place to work at any stage in your career. Experienced and dynamic leadership provide effective coaching and staff development, focusing on the development of each teacher as a practitioner and leader. FCC is a great place to progress your career. As an ECT you will be part of a vibrant community of staff, keen to learn from each other, providing you with additional support and opportunities to develop in the classroom and as part of a school rich in extra-curricular activities. All staff enjoy our comprehensive CPDL programme, with chances to lead in school while drawing on wider research, including membership of the National College. The Cambrian Learning Trust provides subject networks, links at Secondary and Primary level and leadership roles, all supporting collaboration and career development.

FCC is a very popular, successful 11 to 18 mixed comprehensive school on the edge of Faringdon, a picturesque market town situated between Oxford and Swindon. The school occupies a large, attractively landscaped site with an excellent range of specialist accommodation and facilities. We are excited about several significant building projects for the future that will further develop the facilities for our students and staff.

Viewing our termly newsletters shows the rich range of additional opportunities, clubs and events that our students and staff enjoy. This enables us to create and celebrate character in our young people, as well as developing their appreciation of the wider world, the part that they can play and the leadership they can display. It supports good relationships between students and staff, making working at FCC especially enjoyable and rewarding.



Our School

At FCC belonging is fundamental as an inclusive, welcoming school where everyone can be themselves. We believe that every member of the FCC community has great potential, and in turn nurture the confidence and mind-set for students and staff to try new things so that everyone can keep getting better in all that they do. Our high aspirations cover all aspects of the school experience, and we want our students and staff to have ambitions and be determined to reach their goals. This supports individual achievement in lessons, clubs and activities and on to examinations and future progression.

We want students and staff to feel happy and successful in school, enjoy their work, be themselves and make a unique contribution to the life of the school. We have very high expectations at Faringdon Community College, and this is reflected in relationships, behaviour, and attitudes toward learning. Students take a real pride in their school, as do all staff, and all are fully committed to building character in all young people.

Faringdon Sixth Form is great destination for students post GCSE, going on to study a wide range of A Levels which in turn provide teaching opportunities for staff. We are very proud of our Sixth Formers and the contribution that they make to the life of the school. The range of university visits, workshops, events and trips mean that everyone has access to great enrichment that will support their next steps beyond FCC to apprenticeship, university or employment. All of these elements ensure FCC is a community of inspiration and aspiration for students and staff alike. We are committed to nurturing aspiration and talent as an inclusive, diverse and welcoming school. We believe that Faringdon Community has a great deal to offer everyone.





Contract Type: Permanent

Contract Term: Part-time

Salary: £26,824.00 - £29,065.00 Annually (FTE)

Support Staff NJC grade 6, SCP 8-13. Actual annual salary in the region of £18,235.86 - £19,759.37.

30 hours per week

Closing Date: Friday 24th April 2026 Midnight

Start Date: As soon as possible

Positions Available: 1

Interview Date: To be confirmed



Job Description

Outline of role

A Cover Supervisor will provide supervision of classes across the curriculum in the event of the absence of the teacher, ensuring that pupils are engaged in pre-set work, managing student behaviour and ensuring a safe environment. This is a supervisory post rather than a teaching post and is open to applicants without a teaching qualification.

Support For Pupils

- During the absence of a teacher, to be solely responsible for a class of students, ensuring they are engaged in the work/activity that has been set by a teacher, completing the cover lesson feedback form or equivalent and return to the appropriate teacher.
- Ensure that registration is completed at the start on each session, in line with Safeguarding policies.
- To effectively manage instances of poor behaviour and any other immediate issues or emergencies that arise in accordance with school/college policy, as appropriate using the school's agreed referral procedures.
- Follow up any classes that have had an issue during a cover/supply lesson, then refer to the class teacher /HoY
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

Support For Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities



Job Description

- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed Cambrian Learning Trust (CLT) Employees are predominantly based at one location, but may be required from time to time to work at another school within the MAT. A full list of schools within CLT can be found at www.cambrianlearningtrust.org
- Under the direction of the teacher, work autonomously to deliver outcomes required.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Administer/ Invigilate internal and/or external examinations.
- Provide clerical/admin support e.g., photocopying, typing, administer coursework etc. Support For The Curriculum and The School
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection
- Undertake relevant CPD training annual performance management
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Undertake exam invigilation
- To support general school administration support

GENERAL RESPONSIBILITIES

Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to Lynsey Parker.

Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.

Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.

Undertaking such other duties as reasonably correspond to the general character of the post. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children 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) as part of their job role.

Person Specification

Specification	Essential	Desirable
Education, Qualifications and Professional Development	<ul style="list-style-type: none"> • Good numeracy/literacy skills equivalent to NVQ Level 2 or GCSE Grade C in Maths and English 	<ul style="list-style-type: none"> • Good level of general education to secondary level (for most candidates this would include 5 or more higher grades at GCSE or O level or other equivalent qualifications)
Knowledge	<ul style="list-style-type: none"> • Ability to work with a minimum of supervision • Understanding of principles of child development and learning processes • Ability to manage whole groups of students within a classroom setting • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to relate well to children and adults • Ability to consistently implement the school's behaviour policies and systems 	
Experience		<ul style="list-style-type: none"> • Working with or caring for children of relevant age
Knowledge and Skills	<ul style="list-style-type: none"> • Effective use of ICT to support learning • Use of other equipment technology - video, photocopier • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to work in a way that promotes the safety and wellbeing of children and young people 	