



The Polesworth School

ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffs, B78 1QT
01827 702 205



Cover Officer

Candidate Information



The Polesworth School

ENSURING EXCELLENCE

Dear Applicant,

Cover Officer

Many thanks for your interest in becoming a Cover Officer at The Polesworth School. This is a permanent role and we are looking to fill this vacancy as soon as possible.

Polesworth is truly a community based comprehensive school. We have approximately 1500 students on roll which includes a large and thriving sixth form. We have extremely high standards and expectations and our ethos is underpinned by the three Rs of Ready, Respectful and Responsible.

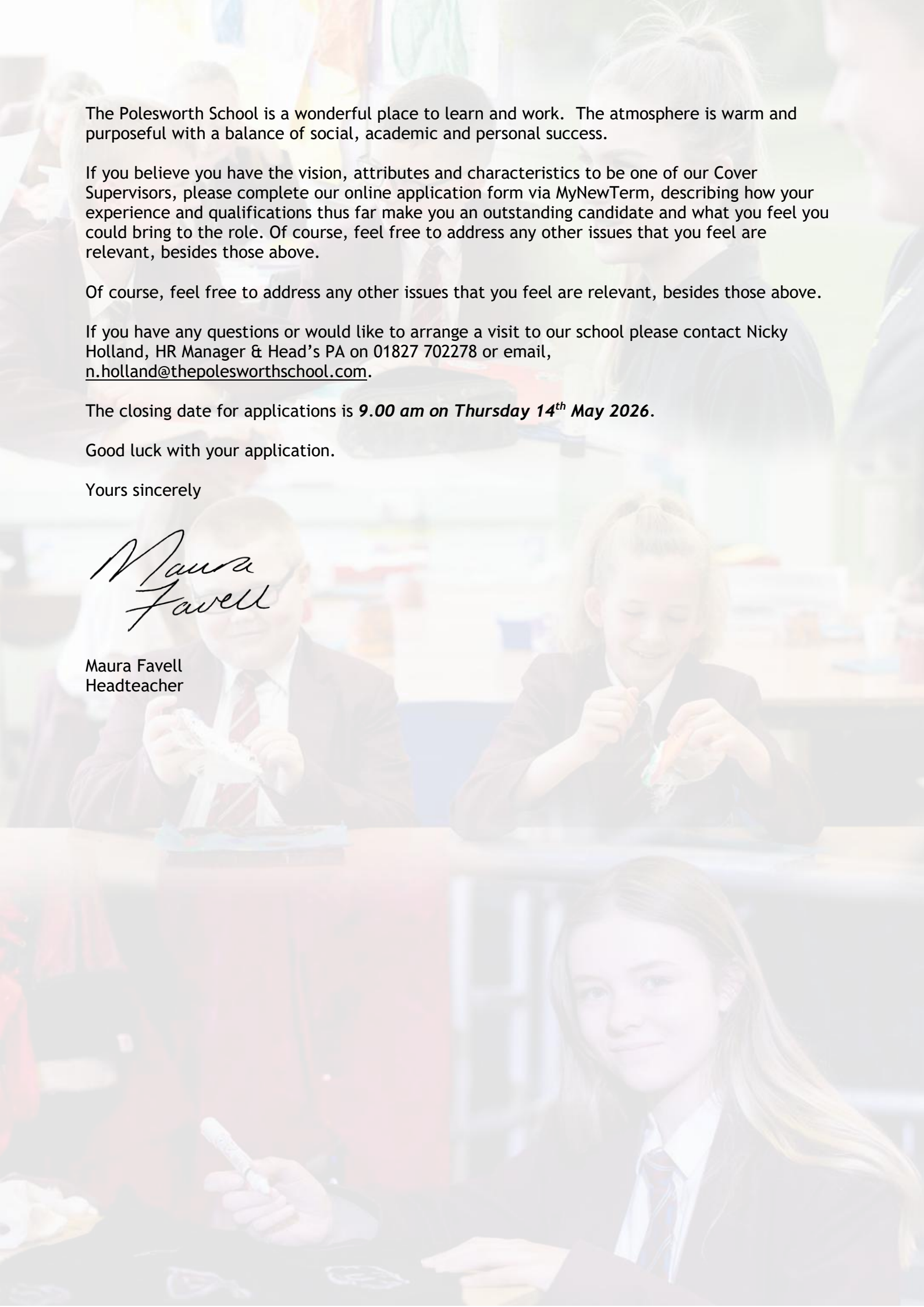
Staff work tirelessly to ensure that all students are able to develop their confidence, resilience and desire to achieve so that they become well-rounded and well-educated individuals who are able to contribute positively to society and realise their full potential.

Polesworth is heavily oversubscribed and comprises a staff of over 200 people. Our Strategic Leadership Team consists of the Headteacher, a Senior Deputy Head, a Deputy Head, four Assistant Headteachers, the Head of Finance & Operations and the HR Manager. Heads of Department and Heads of Year are line managed by members of SLT.

Pastorally, the school is organised horizontally with every student belonging to one of our four Houses: Arden, Stratford, Kenilworth and Warwick. There is a healthy rivalry across the Houses in a wide variety of activities. The House system supports our ethos of social, academic and personal achievement.

Key Stage 3 students study all National Curriculum subjects together with Personal Development. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability grouping is sustained. Students follow a common core of English, English Literature, Maths, Science, RS, PE and Personal Development at KS4. In addition, they take option subjects according to the Pathway they have been allocated. Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' Levels and vocational courses.

We have a great deal of experience in the further development of all our staff. Our appraisal approach is one of coaching under the banner of 'Growing Great People'. We operate under a Trust wide staff development programme entitled "Developing People" and our induction programme for all new staff is superb!

The background of the entire page is a faded, light-colored photograph of a classroom. In the foreground, a young girl with long blonde hair is smiling and looking towards the camera. Behind her, other students are seated at desks, some appearing to be engaged in an activity. The overall atmosphere is bright and positive.

The Polesworth School is a wonderful place to learn and work. The atmosphere is warm and purposeful with a balance of social, academic and personal success.

If you believe you have the vision, attributes and characteristics to be our Cover Officer, please complete our online application form via MyNewTerm, describing how your experience and qualifications thus far make you an outstanding candidate and what you feel you could bring to the role. Of course, feel free to address any other issues that you feel are relevant, besides those above.

Of course, feel free to address any other issues that you feel are relevant, besides those above.

If you have any questions or would like to arrange a visit to our school please contact Nicky Holland, HR Manager & Head's PA on 01827 702278 or email, n.holland@thepolesworthschool.com.

The closing date for applications is **9.00 am on Thursday 14th May 2026**.

Good luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "Maura Favell". The signature is written in a cursive, flowing style.

Maura Favell
Headteacher

Our Values & Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for the school.



Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Social: They have developed and sustained excellent friendships and an ability to build mutual respect with others. They know how to behave and conduct themselves so that they are ready for the next stage in their lives

Academic: They have developed intelligence and a broad range of knowledge and skills that equip them for the next stage in their lives.

Personal: They have personal attributes and talents that have been nurtured at school often beyond the day to day planned curriculum. They have pride and confidence in who they are and what they can achieve. They have developed essential character virtues and a crucial sense of possibility.



Our Staff

All members of our staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationship, working together to enhance professional growth and the consequent achievements of the young people in our care. All staff have clarity and certainty about the direction our school and trust are taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

Cover Officer

Grade H, points 17-22 (£26,921 - £29,244 per annum actual salary)

POST: Cover Officer

RESPONSIBLE TO: HR Manager & Head's PA

SALARY: Grade H

LOCATION: The Polesworth School

WORKING PATTERN: 37 hours a week/term time only (39 weeks) Mon-Thurs 7.30 am to 3.30 pm and Fri 7.30 am to 3.00 pm

DISCLOSURE LEVEL: Enhanced

KEY RELATIONSHIPS: SLT, Staff, Students, external agencies

RESPONSIBLE FOR: Team of Cover Supervisors (The post also has considerable impact on the well-being of staff and pupils through its effect of cover and the effectiveness of the timetable)

MAIN PURPOSE: The postholder is responsible for organising planned and unplanned cover for absent teaching staff. They will also undertake cover supervision for classes of students when the class teacher is absent (planned or unplanned). When there are no teacher absences, other support to the classroom and/or administrative duties will be required. Cover supervision occurs when pupils are undertaking work set by a teacher. Some active teaching may occur.

SPECIFIC RESPONSIBILITIES

Cover responsibilities

- To manage the cover system to ensure continuity in teaching and learning, allocating supply staff and cover supervisors to cover absences
- To be the main point of contact for all staff to ensure that absences are reported in a timely manner and recorded correctly in liaison with the HR Assistant.
- To monitor the effectiveness of cover, liaising with the appropriate Heads of Department in respect of any concerns and similarly with agencies for external cover.
- Receive messages from absent staff and organise appropriate cover arrangements.
- To liaise with supply agencies (when absolutely necessary and in negotiation with the HR Manager) to book supply staff when required, giving due regard to the subject needing cover.
- To lead a team of cover supervisors taking responsibility for their deployment and professional development. Ensure that any surplus time is utilized effectively to support whole school processes, in conjunction with the HR Manager
- To cover lessons on a daily basis including both planned and unplanned absences
- To respond to unplanned absences during the day by deploying cover supervisors and staff with untimetabled sessions as appropriate.
- To ensure that a member of the Strategic Leadership Team is able to respond to unplanned absences on a daily basis by providing information to inform their judgement on a daily basis.

- To meet/greet external supply staff and ensure they are aware of their timetable, and to give them the school's supply pack ensuring that all guidance is up to date and relevant.
- To provide cover staff with the work for the lessons they are covering
- Ensure that safeguarding requirements and other relevant regulations are adhered to in liaison with the HR Manager and HR Assistant
- Enter planned absences into an appropriate database system using the information provided
- Work closely with the HR Manager in respect of cover and timetables for long term absences in order to minimize cost and maximise impact of the cover in place
- Create and distribute the daily cover sheet
- Add and subtract staff from the database in order that all personnel listed are current.
- To provide a statistical analysis of cover each half term for SLT.
- To keep records as appropriate for purposes of review & evaluation.
- Organise room changes as and when required, ensuring that staff are kept informed
- Check and approve invoices against supply bookings, liaising with the HR Manager/Head's PA to monitor the supply budget

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and have a commitment to the Growing Great People process
- Assist with pupil needs as appropriate during the school day.

Safeguarding Children

The trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Line Manager. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 3 or equivalent education • GCSE (or equivalent) Grade 4 or above in Maths and English 	<ul style="list-style-type: none"> • Educated to Level 4 or above
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Experience of working in an administration or operational function. • Experience of working within a planning or logistics role • Experience of workforce planning and scheduling. 	<ul style="list-style-type: none"> • Previous experience of working within an educational environment • Experience of working within Arbor
Personal Qualities	<ul style="list-style-type: none"> • Ability to relate well to children and adults. • Ability to work constructively as part of a team. • Good communication skills. • Ability to influence others. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. • Ability to remain calm under pressure 	<ul style="list-style-type: none"> • Working knowledge of relevant policies/practices and external regulations.
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

Dear Applicant

Thank you for your interest in joining The Polesworth School and to make a real difference for young people. **The Polesworth School** is an important member of our family of community schools.

Our Trust originated as The Polesworth School Academy Trust and then became the Community Academies Trust after going into partnership with Birchwood Primary School in November 2012. The Trust has grown since 2012 and now comprises 3 secondary schools and 12 primary schools in Warwickshire, Staffordshire and Telford.

Community Academies Trust currently operates in three hubs in North Warwickshire & Staffordshire, Warwick, Stratford-upon-Avon and Leamington Spa and Telford & Wrekin.

Our trust is a values driven organisation, believing fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. Trustees have set strategic objectives for the trust. These ensure that the schools in our trust are:

- Focused on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership
- Mutually supportive and fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or achievements
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement.

This culture and ethos ensure the young people in our care benefit from expertise and support shared across all our schools so that we can maintain our attention to our children's individual talents and potential. I use this story to illustrate my own personal commitment to the children in our schools:

"As the old man walked the beach at dawn, he noticed a young man ahead of him picking up starfish and flinging them into the sea. As he caught up with the youth, he asked him why he was doing this. The answer was that the stranded starfish would die if left until the morning sun. The old man said that there were millions of starfish, and how could he possibly make a difference. The young man looked at the starfish in his hand and threw it into the waves to safety "it makes a difference to this one" he said.

The main message from this story is clear - children will thrive if we all make sure we focus on them as individuals, get to know them well, meet their needs and be ambitious for them.

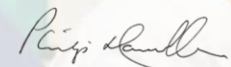
Our schools are orientated around ensuring excellent provision and are constantly reflecting on what is best for our professionals' working environment and for the young people in our care. All of us at our Trust want the children to achieve socially, personally and academically and leave school with a crucial sense of possibility - vital for success in life.

When you work with us, we are also keen that you will grow as a professional and benefit from our culture of professional development. Your wider professional development is very important to us and we have the capacity through our trust policy 'Growing Great People', trust school professional networks and the trust wide Institute of Education to support you in your work and career.

If you feel the trust is an organisation you would like to join and you can contribute to our future success, further information is available on the school website - www.thepolesworthschool.com/vacancies where you will find a link to our recruitment portal. We intend to carry out interviews shortly after the closing date deadline. If you would like to talk to someone about the position, please contact **Nicky Holland, HR Manager & Head's PA** - n.holland@thepolesworthschool.com.

Good luck with your application.

Yours sincerely



Philip Hamilton OBE
Chief Executive Officer



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