



SHENFIELD HIGH SCHOOL

COVER SUPERVISOR
OCTOBER 2026

Information for candidates

L E A R N I N G F O R L I F E

COVER SUPERVISOR

OCTOBER 2026

The role

We are looking for a committed and enthusiastic colleague to supervise whole classes during the short-term absence of teachers. A firm but non-confrontational approach towards classroom management is essential, as are excellent communication skills. This is the perfect opportunity to determine whether you would like to train as a teacher, or if you would like to gain more experience before securing a teaching position.

Previous experience working or training in a secondary school would be highly desirable. Induction and training will be given to the successful candidate.

As a Cover Supervisor, you will be perfectly positioned to work alongside various departments, adding support and strength as well as building key relationships and gaining a diverse range of skills and experience while working alongside your colleagues. You will be bringing the pre-planned work to life, keeping students engaged whilst managing behavior in the classroom.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Private GP service
- Employee Assistance programme
- Access to a fully equipped fitness suite
- Continuous CPD programme
- Discounted childcare during half-term breaks
- Supportive onboarding

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Job details

Start date:	October 2026
Salary:	Scale 6, point 13 – 17. Plus fringe allowance £729. • <i>Full-time equivalent: £29, 793 - £ 31, 751 including fringe allowance.</i> • <i>Pro-rata'd salary: £20,993 - £22, 373 including fringe allowance.</i>
Working Hours / Weeks:	Term time only, plus 5 days (37 weeks + 5 days) 31.25 hours per week 08:30 – 15:15 Monday – Friday
Contract type:	Permanent / Full-time
CLOSING DATE:	27 th September 2026
Interviews:	Thursday 1 st October 2026 or Friday 2 nd October 2026.

Please apply using the application form and a cover letter that outlines how your experience and skills fulfil the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

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JOB DESCRIPTION:

Reporting to: Assistant Headteacher: Behaviour and Standards

Liaison with: Parents, Students, Teaching staff, Support staff, External agencies

Overall Purpose of Post

To provide support and manage students in and around the school during short-term absence of classroom teachers.

In the classroom:

- To take responsibility for whole class learning during the short-term absence of teachers.
- Give instructions for the lesson as provided by a teacher, the primary focus of the role being to ensure students are on task in their learning and that good order is maintained.
- To provide direct support for students

At break and lunchtime:

- To supervise students in maintaining an orderly environment in a specific area as part of the school's duty requirements

Main purpose

- Provide cover supervision as and when required in staff absence.
- Supervise pupils engaged in learning activities, keeping pupils on task and responding to general queries
- Provide objective and accurate feedback to the teacher on the conduct of the lesson
- Following school policies with regard to behaviour management, liaising with other staff as appropriate.
- Keep appropriate records including maintaining and monitoring students' records.
- To organise areas/rooms as requested and return to original state at end of session
- To undertake risk assessments for community work and put control measures in place
- To respect confidentiality at all times.

Standards and Quality Assurance

- Set a good example in terms of dress, punctuality and attendance.
- Uphold the school's behaviour code and uniform regulations.
- Participate in staff training and take a lead in own professional development.

General

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Act as a role model and set high expectations of conduct and behaviour, within class, support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e. with individuals and group/whole class settings
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Attending relevant meetings and in service training provided by the school
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- Promote the inclusion and acceptance of all pupils
- Be responsible for the safety of children by exercising adequate control and supervision
- Use SIMS for the recording and interpretation of data
- Attend relevant school meetings as required
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

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Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	• Good standard of general education, including appropriate literacy and numeracy skills. • Relevant qualifications or training in education, childcare, youth work or a related area would be desirable.
Experience	• Experience of working with young people, preferably within a school or educational setting. • Experience of supervising or managing groups of students or young people. • Experience of supporting learning or working in a role involving responsibility for others would be desirable.
Skills and knowledge	• Working knowledge and skills of ICT to support learning (highly desirable). • Ability to encourage pupils to learn using pre-set material. • Ability to undertake varied duties. • Ability to demonstrate the limits of responsibility. • Ability to work under the direction of different people and as part of a team. • Highly effective communication skills with both children and adults. • Ability to gain the respect of pupils through a manner of confidence and authority. • Ability to organise own workload in the context of varied tasks. • Ability to work calmly under pressure. • Ability to critically evaluate own performance and make necessary changes to be more effective. • Unswerving commitment to implementing whole-school/staff policies relating to the safeguarding of children.
Personal Qualities	• Reliable and punctual. • Calm, confident and professional manner. • Positive attitude towards supporting pupils and their learning. • Flexible and adaptable approach. • Ability to establish positive working relationships with pupils and colleagues.



SHENFIELD HIGH SCHOOL

ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.

The whole school community has devoted significant time in the most recent years revisiting the school values and the House System.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school.



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THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour or would like some further information about the role, please contact the HR Manager, Mrs Kirk e.kirk@shenfield.essex.sch.uk.

- Please visit our website for an application form [Job Vacancies - Shenfield High](#)
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance.

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello
Headteacher



SHENFIELD
HIGH SCHOOL

RESPECTFUL
RESPONSIBLE
READY