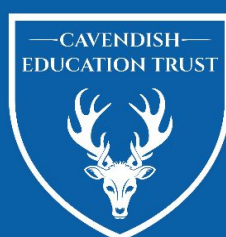




Cover Supervisor

Information for  
Applicants

June 2026



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# About Cavendish Education Trust

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

The Cavendish Education Trust offers an exciting and dynamic workplace environment. We believe that staff make a difference to children and place staff development at the centre of our strategic planning.

Promoting the continuous professional development of our staff is one of our highest priorities as we believe this is a vitally important part of improving outcomes for young people. Cavendish Education Trust is proud of its record in developing staff and on the quality of CPD more widely.



# Letter from our Chief Executive Officer

Dear Applicant,

Cavendish Education Trust (CET) is a growing family of primary and secondary schools. Our mission is to deliver the very best learning experiences and environment which inspires the highest outcomes for everyone within the Trust community.

We encompass more than 2,000 pupils between the ages of 2 and 16 years in Infant, Junior and all-through settings. As well as achieving excellent academic results, CET schools are deeply committed to the personal development of our young people. We are proud to contribute to our local community with our pupils having opportunities to support local projects.

I strongly believe in the power of an outstanding education to transform lives. It is a great privilege for me to lead CET and I work tirelessly to make sure we deliver our vision of working collaboratively to inspire learners to demonstrate the knowledge, skills and values required for lifelong learning and to be successful, active members of the Trust and wider community.

The Trust has three shared key values which are Respect, Responsibility and Resilience. They underpin everything that we do across the Trust, from planning and delivering our curriculum to personal development of individuals. Through our values, a caring and supportive environment is created to promote learning.

Our schools promote excellence in everything they do. In every school, the entire staff team works in partnership with parents and the local community in nurturing today's young people and inspiring tomorrow's leaders.

CET employs the very best staff and invests heavily in their continuing professional development. CET has a talented and dedicated team of staff, Local Governors and Trustees. Each of our schools receives strong support from parents and the local community. We work together, united in a common goal to enable pupils with the knowledge and skills to become successful lifelong learners.

Thank you for your interest in working with us.

*Peter Marchant*

Chief Executive Officer (CEO)

# About Stafford Junior School



# Staff Wellbeing

Staff Wellbeing is our priority at Cavendish Education Trust and are always investigating new initiatives to promote wellbeing as part of our schools' priority to develop and implement a CET mental health and wellbeing strategy. We offer our staff the following:

- Wellbeing groups are set up at each school to discuss and enhance staff wellbeing;
- Free Flu Vaccinations are offered annually;
- An Employee Assistance Programme (counselling service) is available to staff and their family members for confidential support and advice on financial and welfare issues;
- Childcare vouchers are available as part of a salary sacrifice scheme;
- A cycle to work bike scheme, to save and spread out the cost of a new bicycle as part of a salary sacrifice scheme;
- A welcoming staff room with complimentary tea and coffee;
- Support and mentoring by Senior Leadership Team and other experienced leaders;
- Tailored CPD and staff development;
- A 50% contribution to the cost of Benenden Private Health Care;
- Local Government Pension Scheme / Teachers Pension Scheme.





## **JOB DESCRIPTION 1/2**

<b>JOB TITLE</b>	Cover Supervisor
<b>GRADE</b>	Single Status Grade 5
<b>RESPONSIBLE TO</b>	Head of School

### **JOB PURPOSE**

In the absence of the class teacher, to work as a cover supervisor under the supervisory arrangements established by the school and following the guidelines established in the School's Cover Policy.

### **KEY ACCOUNTABILITIES**

- To have an oversight of learning whilst providing whole class supervision in the absence of the class teacher
- To work within the team of Cover Supervisors and liaise with all staff as appropriate
- To manage the learning environment and resources
- Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher.

### **KEY TASKS**

Undertake whole class supervision in the absence of the class teacher, setting work previously prepared by the teacher

- To communicate the work set by the class teacher to the pupils
- To follow all instructions as directed by the class teacher on the cover information
- To set independent and extended learning tasks previously prepared by the teacher
- To develop curricular knowledge as required by the school in order to specialise in subject areas as required
- To observe health and safety regulations
- To promote positive pupil behaviour and conduct
- To apply the school's behaviour management policy and report any difficulties to the class teacher/curriculum leader
- To return work to the class teacher
- To oversee the use of books and equipment and to ensure that the classroom is left in good order
- To undertake registration and to supervise activities set by the teacher as required

## JOB DESCRIPTION 2/2

Undertake administration tasks and record keeping

- To use the Arbor system to record lesson attendance, behaviour records and rewards
- To provide feedback form to the teacher

Work as a member of a team

- To attend school/department meetings to contribute to the discussions about individual pupils as and when required
- To attend school assemblies as required
- To take part in training activities offered by the school to further knowledge
- To abide by and work towards all the policies within the school

Assist the teaching staff in specific curriculum subjects

- When not required for cover supervision, Cover Supervisors will be directed to work within an area to work with small groups or to assist the teacher

Exam Invigilation

- To invigilate examinations following the exam invigilator guidelines

Assist on school trips and with supervision duties

- To accompany teaching staff on educational visits and supervise a group of pupils

Undertake Lunchtime Supervision duties

- To supervise lunch breaks as part of the Duty Team.

General

- To carry out any other tasks as required
- Maintain a tidy and professional working environment
- Maintain efficient systems
- To carry out the above duties in accordance with the School's Policies and Guidelines.

*This job description sets out the duties of the post at the time it was published. The hours and the job description may be modified depending on the needs of the Trust. The post holder may be required from time to time to undertake other duties within the Trust as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The priorities for each year will be reviewed against this job description annually through performance management meetings.*

*Please note that we are committed to safeguarding and promoting the welfare of our staff and pupils and expect all those who work with us to share this commitment. Successful applicants will need to undertake a DBS Enhanced Clearance check (Disclosure and Barring Service). We give high priority to promoting diversity throughout the Trust.*

**PERSON SPECIFICATION**  
**Cover Supervisor**

	Essential Criteria
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Maths and English or equivalent</li> </ul>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to use language and other communication skills that pupils can understand and relate to</li> <li>Ability to establish positive relationships with pupils and empathise with their needs</li> <li>Ability to demonstrate active listening skills</li> <li>Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>Ability to offer constructive feedback to pupils to reinforce self-esteem</li> <li>Ability to demonstrate a commitment to Equal Opportunities</li> </ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Ability to work effectively and supportively as a member of the staff team</li> <li>Ability to work within and apply all school policies and guidelines, e.g. Behaviour Management, Child Protection, Health &amp; Safety, etc</li> <li>Knowledge of strategies to recognise and reward efforts and achievements appropriate to the age and development stage of the pupils</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Willingness to maintain confidentiality on all school matters</li> <li>Willingness to participate in further training and developmental opportunities</li> </ul>

# Staff Testimonials

*From day one, I felt welcomed, there is a real sense of community here, and everyone is committed to creating the best possible learning environment for our pupils. I truly appreciate the collaborative atmosphere and the opportunities for professional growth.*

**- Primary Teacher**

*Working at this school has been an incredibly rewarding experience. I feel empowered to innovate and make a real difference to the lives of our pupils knowing I have a strong team backing me up.*

**- Secondary Teacher**

*The resources and support provided are excellent, I appreciate the open communication and the feeling that my voice is heard.*

**- Teaching Assistant**



# How to Apply

Once again, thank you for your interest in this role at Cavendish Education Trust.

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all pupils in an outstanding school with a culture of high expectations and ambition, please ensure you apply for this position.

Cavendish Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people.

If you wish to arrange a visit or have an opportunity to discuss this post informally, please contact our HR department on:

01323 731340, or email [hr@cet.uk](mailto:hr@cet.uk)



# Stafford Junior School

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