



# The Polesworth School

## ENSURING EXCELLENCE

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



Temporary Cover Supervisor

Candidate Information





# The Polesworth School

## ENSURING EXCELLENCE

Dear Applicant,

### Temporary Cover Supervisor

Many thanks for your interest in becoming a Temporary Cover Supervisor at The Polesworth School. This is a fantastic opportunity for someone to join our team and we are looking to fill this vacancy from January 2026 or as soon as possible thereafter until the end of the academic year. This is an important role within our school supporting the Teaching and Learning of our students.

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.

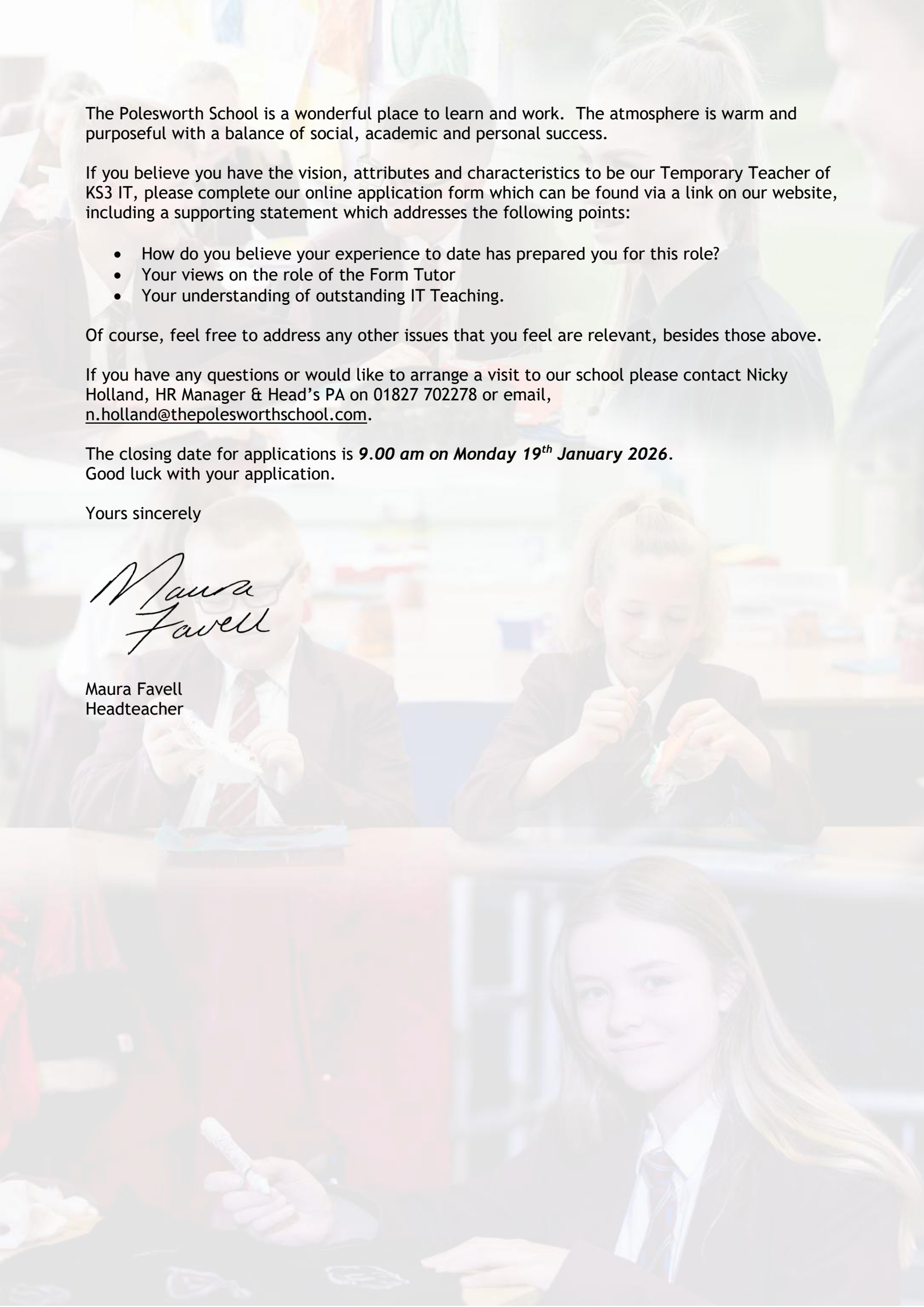
Staff work tirelessly to ensure that all students are able to develop their confidence, resilience and desire to achieve so that they become well-rounded and well-educated individuals who are able to contribute positively to society and realise their full potential.

Polesworth is heavily oversubscribed and comprises a staff of over 200 people. Our Strategic Leadership Team consists of the Headteacher, who is also the Trust Strategic Lead for Secondary Education, Associate Headteacher, two Deputy Headteachers, three Assistant Headteachers, the SENDCO, Operations Manager 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 woman with long blonde hair, wearing a school uniform, is looking towards the camera. Behind her, other students are visible, some working at desks. The overall tone is bright and positive, representing the school environment.

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 Temporary Cover Supervisor, please complete the online application form, including a supporting statement which describes 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.

The link to our online recruitment portal can be found on our website at [www.thepolesworthschool.com/vacancies](http://www.thepolesworthschool.com/vacancies)

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](mailto:n.holland@thepolesworthschool.com).

The closing date for applications is **9.00 am on Friday 5<sup>th</sup> December 2025**.

Good luck with your application.

Yours sincerely

A handwritten signature in black ink that reads "Maura Favell". The script is fluid and cursive, with the first name "Maura" on the top line and the surname "Favell" on the bottom line.

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.



# *Temporary Cover Supervisor*

32.5 Hours/week (8.15 am to 3.15 pm)

Term Time only (39 weeks)

Grade F, points 6 to 11 (actual salary £19,810 - £21,451 per annum)

**POST:** Temporary Cover Supervisor

**LINE MANAGER:** Cover and Timetable Officer

**SALARY:** Grade F, Points 6 to 11

**LOCATION:** The Polesworth School

**WORKING PATTERN:** 32.5 hours/week term time only (39 weeks/year)

**DISCLOSURE LEVEL:** Enhanced

**KEY RELATIONSHIPS:** Staff, Students, Parents, members of the community

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

## **SPECIFIC RESPONSIBILITIES**

### **Support for pupils:**

- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the classroom, encourage them to interact and work co-operatively with others and engage all in activities.
- Support pupils consistently whilst recognising and responding to their individual needs.

### **Support to teachers:**

Provide cover supervision when the teacher responsible for the class is absent on short-term absence (which may be planned or unplanned). Cover supervision requires:

- Supervising a whole class to undertake set work/activities (see below\*) and can include introducing and closing the class
- Manage behaviour of pupils whilst they are undertaking work to ensure a constructive learning environment
- Promotion of self-control and independence
- Keeping pupils on task as necessary
- Responding appropriately to questions raised by pupils
- Collecting any completed work and returning it to the appropriate teacher
- Dealing with immediate problems and emergencies in accordance with the school's policies
- Reporting back as appropriate on behaviour of pupils during the class and any issues arising

### **Examples of activities:**

Pencil and paper set work, revision, questions or tests

Practising spellings or other factual recall activities

Taking registration while the students undertake reinforcement activities

Supervising set work, following introduction and explanation provided by a teacher

Supervising group activities such as board games, mathematical games, memory or co-ordination skills games, use of construction materials, practice and/or revision materials

When not required for cover, Cover Supervisors will provide other in-class support or administrative duties.

### **Support for 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
- Understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Undertake planned supervision of pupils' out of school hours learning activities, where appropriate.
- Supervise pupils on visits/trips under the overall guidance of the responsible teacher, in accordance with an appropriate risk assessment and LEA guidance.
- 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 Growing Great People as required
- Undertake any other duties appropriate within the grading of the post, including wider support and cover as requested for other colleagues within the wider team.

### **Safeguarding Children**

CAT 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 Head of Human Resources. 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.

### **Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

### **Other**

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.



## Person Specification

	Essential	Desirable
<b>Qualifications</b>	5 or more GCSES including Maths and English to be able to write appropriate letters from scratch and edit/proofread documents	Level 3 qualification in a relatable field Willingness to engage with further education
<b>Professional knowledge and understanding</b>	Have experience of working with children/young people  Be able to hold authority  ICT literate, with excellent, up to date, working knowledge of MS Office suite.  Good presentation skills  Understand school policies and how they relate to local and national frameworks/policies  Ability to maintain strict confidentiality, working with sensitive information  Ability to work effectively and supportively as a member of a team	Be trained in and have sound behaviour management skills  Have sound classroom management skills and be fully aware of responsibilities relating to the duty of care  Previous experience of working in a similar role within a school environment
<b>Skills</b>	Ability to work accurately and methodically with attention to detail.  Ability to work with students  Ability to work with colleagues at all levels  Ability to work under pressure and meet deadlines  Good communication skills (listening, oral, written)	
<b>Attributes</b>	Can solve problems  Planned and organised approach to tasks  Pro-active self-starter  Sensitivity and patience	
<b>Other</b>	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 14 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.

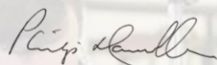
Our schools are orientated around ensuring excellent provision and are constantly reflecting on what is best for our professionals' working environment and for the young people in our care. All of us at our Trust want the children to achieve socially, personally and academically and leave school with 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](http://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](mailto:n.holland@thepolesworthschool.com).

Good luck with your application.

Yours sincerely



Philip Hamilton OBE  
Chief Executive Officer



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