



# PRINCE ALBERT HIGH SCHOOL

RECRUITMENT PACK



## COVER SUPERVISOR



# CONTENTS

<b>03</b>	Welcome from Phillipa Sherlock-Lewis, CEO	<b>08</b>	Person Specification
<b>04</b>	Our Values and Philosophy	<b>09</b>	Explanatory Notes
<b>05</b>	Safeguarding Policy	<b>12</b>	Contact Us
<b>06</b>	Job Description		



# WELCOME FROM OUR CEO

Thank you for taking the time to consider a Cover Supervisor position at the PA Community Trust. As the CEO, I am reaching out to extend a warm welcome to you and share some of the reasons why working at PACT would be your best idea, ever!

I am blessed to be surrounded by some of the best but also nicest teachers the education system has to offer. Leaders are good at listening to their staff and the Trust retention figures are above national. Here are a few reasons why you should consider becoming a part of our team:



1. **Supportive Community:** Joining the PACT means becoming a part of a supportive and collaborative community. We understand that teaching can sometimes be challenging, and that's why we emphasise a culture of teamwork and mentorship. You will have access to resources, professional development opportunities, and a network of experienced educators and leaders who are passionate about making a difference. Our health care package ensures should you ever need medical support it is a phone call away. Leaders work hard to address workload and aim to ensure that staffs work/life balance is in a good place.
2. **Purpose-Driven Education:** At the heart of our vision is a commitment to delivering a purpose-driven education that goes beyond textbooks and exams. We believe in nurturing well-rounded individuals who are not just academically successful but also equipped with the skills and values necessary for success in the real world.
3. **Professional Growth Opportunities:** We are invested in your professional growth and development. As a member of our team, you will have access to ongoing training, workshops, and opportunities for career advancement. We believe in nurturing the potential of our educators, ensuring they have the tools and knowledge to excel in their roles.
4. **Student-Centric Focus:** Our students are at the centre of everything we do. We believe in creating an inclusive and diverse learning environment where every student feels valued and supported. As a teacher, you will play a crucial role in shaping the educational experiences that will have a lasting impact on the lives of our students.
5. **Innovation in Education:** As an organisation, we are committed to staying at the forefront of educational innovation. Our approach to teaching embraces modern methodologies, technology integration, and creative solutions to engage students in meaningful ways but not to the detriment of what we know already works well for our students. As a teacher at PACT, you'll have the opportunity to contribute to and shape practice.

Joining PACT is more than a job; it's a chance to be part of a community that is committed to making a positive impact on education and social justice. If you are ready to embark on a fulfilling journey, I invite you to explore the opportunities that await you here. Talk to our staff as they will share the real view of what it means to be a teacher at PACT.

Thank you for considering us as your next potential professional career step. We look forward to the possibility of welcoming you to our community and working together to inspire and educate the next generation.

P Sherlock-Lewis

# OUR VALUES

Everything in our school is about purpose and that is underpinned by our three values:



## Integrity

We are honest to our work, ourselves and others. We always do the right thing because simply because it is the right thing to do - not for reward or to avoid sanction.



## Excellence

We have the highest expectations of ourselves and each other. We are happy to get feedback and learn to be better. We are proud of our identity and to be ambassadors of our community.



## Service

We believe that to lead is to serve and service brings joy. We promote kindness and grace in every interaction - inside and outside of school. We give back to our community to make our education valuable.

# PHILOSOPHY

Our philosophy emphasises the importance of articulacy, vocabulary and the art of debate. This is promoted through the curriculum, enrichment, and students' interaction with every member of staff:



## We are a no shouting school

We believe that shouting is a loss of control and therefore model emotional constancy in every interaction. We do not raise our voices at students.



## Deliberative language and choice

We pay close attention to words. We use language that is relentlessly positive, unambiguous, emotionally constant and growth-orientated.



## Routines are codified

Our routines are the backbone of our culture. They provide an effectiveness, consistency and clarity that liberates staff and students.



## Behaviour is separate from the individual

We believe that behaviour is a choice which can be improved, rather than based on an innate personality trait. We model better choices through our value of excellence.



## We sweat the detail on everything

We enter the building in service to a calm start. We speak to each other in service of respect and grace. We present our work in service to our value of excellence.



## We remain close to the work

Our staff, including senior leaders, are visible and present. They exemplify and model our expectations of excellence in every interaction.

# SAFEGUARDING

## CHILD SAFEGUARDING POLICY

At Prince Albert Community Trust we are committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

## KEEPING CHILDREN SAFE IN EDUCATION 2025

The Trust pays full regard to ["Keeping Children Safe in Education" guidance 2025](#). We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history, social media, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

For the full policy visit the school's website by clicking on the school's logo on the right:



# ROLE INFORMATION

**Post:** Cover Supervisor

**Salary:** Grade 3

**Responsible to:** Business Lead for Safeguarding, Director of Safeguarding and Heads of School

## JOB DESCRIPTION: COVER SUPERVISOR

### Job Description:

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### Purpose of Post

- To supervise whole classes during the short term absence of the class teacher under the guidance of teaching/senior staff. Including implementing work programmes, managing pupil behaviours and assisting pupils in relevant activities in line with the schools policies and procedures.
- To support in assigned class/year group/phase when not covering teacher absence.

### DUTIES AND RESPONSIBILITIES

- Communicate, distribute and supervise work that has been set by the teacher in accordance with the school policy.
- Manage the behaviour of pupils whilst they are undertaking this work to ensure a constructive environment
- Respond to any questions from pupils about process and procedures but excluding lesson content
- Deal with any immediate problems or emergencies according to the school's policies and procedures
- Collect any completed work after the lesson and return it to the appropriate teacher
- Report back to the teacher as appropriate using the school's agreed referral procedures on the behaviour of pupils during the class, and any issues arising
- Provide general clerical/administrative support, e.g. input and retrieval of data into computerised and manual systems, taking registers, etc. as required
- Accompany staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the direction of the teacher/organiser
- Contribute to the overall ethos/work/aims of the school
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- As required and under the guidance of teaching/senior staff, undertake a range of other activities to support pupils leaning that may include: contributing to lesson planning, evaluating and adjusting lessons, developing of IEP's, implementing agreed learning strategies, etc.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.

### Support for pupils (either individually or in groups)

- Support the activities of individuals or groups
- Establish and maintain relationships with individual pupils and groups.
- Contribute to individual Education Plans as appropriate.
- Support pupils during learning activities.
- Promote pupils' social and emotional development and contribute to their health and well-being
- Provide support for bilingual/ multilingual pupils (appropriate to the focus of the role).
- Support children with specific needs (appropriate to the focus of the role), for example, sensory and/ or physical impairment, cognitive or learning difficulties, behavioural, emotional and social development needs, communication and interaction difficulties.
- Support pupils with literacy and numeracy skills; Support pupils to access the curriculum.
- Dealing with the personal care needs of children, in line with the guidance of the academy

### Support for the teacher (s)

- Observe and report on pupil performance
- Contribute to the planning and evaluation of learning activities.
- Assist in preparing and maintaining the learning environment.
- Support the maintenance of pupils' behaviour, safety and welfare.
- Contribute to maintaining pupils' records
- Supervise the whole class for a short time in an emergency (normally for a period less than a whole lesson until the teacher returns or alternative arrangements are made) or for a very short period of planned absence for less than a whole lesson
- Undertake routine marking in line with school policy
- Provide general administrative support
- Undertake joint home visits as appropriate and in line with school policy

## JOB DESCRIPTION: COVER SUPERVISOR

### Support for the school

- Support the development and effectiveness of team work within the school environment
- Develop and maintain working relationships with other professionals
- Liaise with parents as appropriate
- Review and develop own professional practice
- Work as required across the curriculum and in all Key Stages in accordance with the job

### Support for the curriculum

- Support the use of information and communication technology in the classroom
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure their tasks are carried out with due regard to Health and Safety
- To participate in appropriate professional development including adhering to the principle of performance management.
- Adherence to the ethos of the school
- To promote the agreed vision and aims of the school; observe all policies adopted by the governing body of the school; observe all guidelines in the staff handbook and those issued by the head teacher or any member of staff with delegated responsibility
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings

### Adherence to the ethos of the school

- To promote the agreed vision and aims of the school; observe all policies adopted by the governing body of the school; observe all guidelines in the staff handbook and those issued by the head teacher or any member of staff with delegated responsibility
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents' evenings

The post holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

**PLEASE NOTE: THIS JOB DESCRIPTION IS NOT PRESCRIPTIVE AND MAY BE REVIEWED AND CHANGED, IN CONSULTATION WITH THE POST-HOLDER, TO MEET THE CHANGING NEEDS OF THE SCHOOL**

### Data Protection

Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act(2000).

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> <li>Previous experience in a school environment working with children and young people</li> <li>Proven organisational skills</li> <li>A good knowledge of school attendance and MIS systems</li> <li>Communicate at all levels both orally and in writing and to present information clearly</li> <li>A good level of computer skills</li> </ul>	
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>Understanding of relevant policies and procedures</li> <li>Ability to apply behaviour management policies and strategies to contribute to a purposeful learning environment</li> <li>Ability to encourage pupils to learn using pre-set material</li> <li>Ability to undertake varied duties</li> <li>Ability to work under the direction of different people and as part of a team</li> <li>Good communication skills with people at all levels;</li> <li>Ability to gain the respect of pupils through your manner, confidence and authority</li> <li>Ability to organise your own workload in the context of varied tasks</li> <li>Ability to work calmly under pressure</li> <li>Ability to critically evaluate your own performance and make any necessary changes to be more effective</li> <li>An understanding of equal opportunities</li> <li>Excellent people skills and relationship management, able to develop good working relationships with staff, students and parents</li> <li>Have proven ability to effectively work with students from varying backgrounds and needs</li> <li>Have proven ability to establish good working relationships with staff and the wider community</li> <li>Able to work proactively on own initiative and effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Ability to support pupils to examination level</li> <li>Ability to work with families</li> <li>Experience of working with a range of external agencies to support students</li> </ul>
TRAINING	<ul style="list-style-type: none"> <li>Willingness to undertake relevant training</li> </ul>	
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> <li>A good standard of English and Maths</li> <li>Appropriate level of qualification and/or extensive relevant experience</li> </ul>	
OTHER	<ul style="list-style-type: none"> <li>Commitment to equal opportunities</li> <li>Knowledge of the education system</li> <li>Have personal impact and presence</li> <li>Ability to be self-reflective</li> <li>Commitment to put the safety and well-being of children first at all times</li> </ul>	
CONTRAINICATION	<ul style="list-style-type: none"> <li>Criminal convictions involving offences against children</li> </ul>	

# EXPLANATORY NOTES

Applications will only be accepted from candidates completing the **Trust's Application Form**. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.



## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.



## INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

**All candidates invited to interview must bring the following documents:**



1. Documentary evidence of **right to work** in the UK



2. Documentary evidence of **identity** that will satisfy DBS requirements



3. Documentary proof of current **name** and **address**



4. Where appropriate any documentation evidencing **change of name**



5. Documents confirming any educational or professional **qualifications** that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## **CONDITIONAL OFFER: PRE-EMPLOYMENT CHECKS**

**Any offer to a successful candidate will be conditional upon:**

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Satisfactory Online Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## **HOW CAN I APPLY?**

To apply for this role, please complete the online application form available via My New Term

**Adverts Open**  
28 January 2026



**Deadline for Applications**  
11 February 2026

**Shortlisting**  
TBC



**Interviews**  
TBC

All candidates are required to complete an application via MyNewTerm. All applications will receive an email confirmation of receipt of application via MyNewTerm. The candidates selected for interview will be informed after shortlisting via MyNewTerm and full details of the interview programme will be provided. Candidates not successfully shortlisted will be updated via MyNewTerm.

Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

The information supplied in your application, as well as any supporting documents provided at the interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely, and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

**WE RESERVE THE RIGHT TO WITHDRAW FROM THIS RECRUITMENT PROCESS AT ANY GIVEN POINT.**

## SPECIAL CONDITIONS OF EMPLOYMENT

### Rehabilitation of Offenders Act 1974



This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions, and reprimands being considered. Any arrests, convictions, caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction, caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

### Health And Safety



The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### Equality and Diversity



Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### Training and Development



PACT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### Mobility



The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

# CONTACT US

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W: <http://www.pahigh.co.uk>



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