



Cover Supervisor

Information Pack

November 2025

Welcome!

Thank you for your interest in our vacancy. Priestlands is an Academy in the New Forest with 1250 students and 165 staff.

The Cover Supervisor role at Priestlands is a key post supervising classes during the absence of a class teacher. The position would suit a range of candidates, particularly those seeking work around the school day and those considering a career in teaching at a later date. Full training will be provided, so finding the right person is our priority.

We are looking for someone who is able to join the team in January, working 32.5 hours per week, 8.30am to 3.30pm Monday to Friday, which includes a 30 minute unpaid break.

This post will appeal to someone who likes being with young people and helping them to learn and succeed when the usual teacher is unavailable. It will require an innovative approach so that students can gain access to the work set and complete it in the time allowed. You will need to have a good sense of discipline (firm but fair) but a non-confrontational approach to the students is essential. The school is well ordered and has a clear discipline policy, with which all students are familiar, and a strong, supportive leadership team. Training will be provided but the post will best suit someone who is naturally comfortable in the presence of young people. In the event of there being no cover required, the cover supervisor will be allocated alternative tasks working with students as set out in the job description.

The successful candidate will benefit from the perks of working within a school, including up to 14 weeks off per year. There is a generous employer contribution into the pension scheme, free on-site parking and access to the student canteen where discounted meals are available. In addition, the school offers a free and confidential Employee Assistance programme, offering advice on a range of areas including well-being, housing and financial matters.

The salary will be paid at Grade C for 38 working weeks per year. This is paid for 43.6 weeks of the year to include a proportion of holiday pay. Actual salary would be £18,549 pa (equivalent to £25,186 a year full-time). This is a term time contract which means that you are not entitled to take time off during the 38 weeks the school is open. The salary is paid in 12 equal payments.

Priestlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This post is covered by the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and you will be required to declare whether you have any criminal convictions. Priestlands School is an equal opportunities employer and welcomes applications from all sections of the community.

References will be taken up prior to interview and you will be required to provide appropriate evidence of identity and qualifications to support other pre-employment checks which will be undertaken on the successful candidate for this role, including:

- A confidential health declaration
- An online search of your name in line with government guidance on Keeping Children Safe in Education
- A DBS application
- Your right to work in the UK

To apply, please click on the 'apply now' link which will take you to the online application form. Please do not submit a CV as it will not be accepted.

If you have any further queries, please do not hesitate to contact us. We look forward to receiving your application.

Job Description

Purpose

To supervise whole single classes of pupils using material planned by a teacher to engage pupils in learning activities

Key Responsibilities

- Establish productive working relationships with pupils acting as a role model and setting high expectations of work and behaviour.
- Assisting the inclusion of all children to ensure optimum learning opportunities including dealing with behaviour issues in accordance with the school behaviour policy.
- Respond to pupils' general queries and keep pupils on task.
- Provide objective and accurate feedback to the teacher on the conduct of the lesson including keeping appropriate records as agreed with the teacher.
- 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.
- Make appropriate use of equipment and resources.
- Comply with lesson plans and instructions from the class teacher.
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertaking lunchtime supervision of students.
- In line with the operational needs of the school, undertake other duties (e.g. supervising examinations) when needed.
- Participate in training and continuing professional development.
- Attend relevant school meetings as required.
- Maintain an awareness of school, national and statutory policies and requirements and apply these in the workplace.

This job description sets out the main duties and responsibility of the post and each individual task may not be identified. The post holder will be expected to undertake other such duties as required. It will be reviewed annually during the appraisal cycle and may be subject to modification or amendment following discussion.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	A good standard of general education, including evidence of GCSE English & Maths at Grade C or above (or equivalent).	Graduate, with the intention of pursuing a career in teaching.
Experience		Relevant work experience in a similar environment.
Qualities, skills, knowledge and abilities.	<p>Strong literacy and numeracy skills.</p> <p>Good communication skills; able to clarify and explain instructions clearly to pupils and provide feedback to teachers.</p> <p>Team player with a 'can do' approach.</p> <p>Able to work independently and with initiative.</p> <p>Flexible; able to adapt quickly and effectively to changing circumstances or situations.</p> <p>Able to work calmly and with patience.</p> <p>Professionally discrete and able to respect confidentiality on particular issues.</p> <p>Good organisational skills.</p> <p>Good ICT skills.</p> <p>Well-developed interpersonal skills and sense of humour enabling effective relationships with a variety of different people.</p> <p>Able to establish and maintain good relationships and rapport with other colleagues in the school and external contacts (e.g. parents, governors, members of the community).</p> <p>Enjoy a good rapport with young people.</p> <p>Empathy with pupils and sympathetic to their needs.</p> <p>Able to motivate and encourage pupils appropriately.</p> <p>Firm, sensitive and effective approach towards pupil discipline.</p>	<p>Knowledge of Microsoft Office & Arbor</p>
References	Supportive.	