



# APPLICATION PACK

## Cover Supervisor

**Closing Date:**  
**Monday 24th February**  
**at 9am**

**[bishopschester.co.uk/careers-vacancies](https://bishopschester.co.uk/careers-vacancies)**

Permanent, Full time  
Grade 6 (Points 11-17 £27,269 to £30,060 pro rata)  
Actual Salary £20,667 to £22,782 per annum  
Required ASAP

The Bishops' Blue Coat Church of England High School



## Join Our Team and Make a Difference in the Quality of Education at Bishops'

Thank you for downloading our recruitment pack, I appreciate your interest in this position and hope that the information provided will inspire you to join our mission and vision. Our goal is to cultivate a thriving educational community where every student is valued, so they can flourish and become their best selves. We empower our students to be confident, lifelong learners, responsible citizens, and compassionate individuals both personally and spiritually by knowing, nurturing, and inspiring them.

As a forward-thinking school, Bishops' has an excellent reputation and is dedicated to achieving outstanding performance in all aspects. Our team is committed to fostering positive relationships with staff and students, and we believe in the professional development of all members. If you share our vision and are interested in the position, please download our application form from the website and submit a letter of support that addresses how you meet the Person Specification. I look forward to hearing from you.

If you share the School's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk) by the closing date.

Helen Cairns  
Headteacher



# The Vacancy

## Cover Supervisor

**32.5 hours per week/39 weeks per year, term-time only**  
**Grade 6 (Points 11-17 £27,269 - £30,060 pro rata)**  
**Actual Salary £20,667 - £22,782 per annum**  
**plus membership of Local Government Pension Scheme**  
**Required ASAP**

We are seeking to appoint an enthusiastic, energetic and confident person to join our Cover Supervisor Team. You will supervise classes in the absence of a teacher, and provide support with administrative work. You may come from a range of backgrounds; common though will be the ability to interact constructively with young people. Full training will be given to the successful applicant.

The Bishops' Blue Coat CE High School is a high achieving and forward thinking school, which is oversubscribed and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with good relationships between staff and students. We have a strong commitment to the professional development of all our staff.

Applications should be in the form of a letter (not more than 2 sides of A4) and a completed application form.  
Closing date: Monday 24th February 2025 at 9.00am with interviews scheduled for Thursday 27th February 2025.

If you would be interested in joining us you can submit your CV or request an application form by email to [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk) For any further information regarding the role please call 01244 313806

Please note that we reserve the right to close this vacancy early should we receive applications from a substantial number of suitably qualified candidates, therefore we recommend submitting an application as soon as possible.

For any questions please contact vacancies at [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk)

The Bishops' Blue Coat CE High School is committed to all aspects of Safeguarding

**CLOSING DATE**  
**9am on 24/02/2025**



# Job Description

## Cover Supervisor

**Main Job Purpose:** To support the work of the school by providing classroom supervision of students during short term teacher absence.

**Management:** The postholder will be line managed by a member of senior staff. For personnel issues the manager will be the Business Manager. The postholder will not have responsibility for managing other staff.

**Contacts:** Students, Teachers, All other school staff

**Safeguarding Young People:** All applicants should be aware that the school operates a rigorous policy for safeguarding children and young people. All applicants for posts at the school will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, and at interview they will be questioned about issues relating to ensuring young people's safety.

### Principal Responsibilities:

- Using acquired skills, support and deliver learning activities provided by teaching staff in a manner that facilitates effective teaching and learning.
- Supervise the activities of individuals or groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
- Record student information as specified by the teaching staff/line manager to ensure the schools information systems are maintained.
- Attend to and/or supervise attendance to the personal and physical needs of students so that their well being is maintained.
- Maintain learning resources and ensure that the classroom is kept tidy so that the needs of the lesson plans are met in a safe learning environment, which complies with relevant health and safety requirements.



# Job Description

## Cover Supervisor

- Display and present the students' work, under the direction of teaching staff so that it enhances the classroom environment and celebrates achievement.
- Attend staff and other meetings and participate in staff training development work and staff reviews as required
- Invigilate tests and examinations when required
- Act in the capacity of 'a responsible adult' and accompany educational field trips and visits
- Carry out break time and lunchtime supervisory duties on a rotational basis
- Provision of first aid assistance (training will be provided if required)
- Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

**The Role:** The school recognises that many activities undertaken in classes can be supervised by adults other than teachers, particularly when the teacher is absent for a short period such as when they are attending courses or are ill. We also value the role that a great many adults who work with young people play in contributing to their overall development.

The role of Cover Supervisor is a further development in our ambition to build an even stronger educational support team which currently includes teaching assistants and technicians, and which complements our administrative and site teams.

The main role for the Cover Supervisor is in classrooms supervising students whose usual teacher is absent for a short period. For longer term absence supply teachers are normally employed. The term 'cover' refers to any occasion where the teacher normally responsible for teaching a particular class is absent during the time they have been timetabled to teach. Cover supervision occurs when no active teaching is taking place. Students continue their learning by carrying out pre-planned work under supervision.



# Job Description

## Cover Supervisor

The successful applicant will receive induction and orientation training and ongoing support from a senior member of staff. They will be a full member of the school team and will be entitled to, and will receive appropriate continuing professional development activities.

This appointment will commence as soon as possible, and the first weeks will be devoted to training and induction.

This will include:

- Shadowing existing staff who teach, support and cover for absent colleagues
- Understanding the role and becoming familiar with what the role entails
- Child protection and staying safe
- Dealing with challenge and frustration in classes
- Managing student behaviour
- The specific requirements of exam invigilation
- An introduction to our support systems and procedures
- Basic ICT skills (if needed)

The need for classroom supervision cannot easily be predicted, nor is it required all of the working day. This post is designed to be flexible; when you are not called upon to cover, which is the first priority, you will be expected to take on a wider role within the school by helping in the SEND department or helping with administrative support and other appropriate tasks.



CRITERIA	ESSENTIAL REQUIREMENTS
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths Grade C (Grade 4) or above</li> <li>• Level 3 qualification(s) (A level or equivalent)</li> </ul>
<b>EXPERIENCE AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Has worked - paid or voluntary - with young people</li> </ul>
<b>ABILITIES AND SKILLS</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Word</li> <li>• Be able to make work challenging and exciting for students of all abilities</li> <li>• Be able to communicate effectively with students of all abilities</li> <li>• Knowledge of ICT 'office' software</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Can relate to teachers, students and other adults</li> <li>• Can prioritise demands</li> <li>• Keeps calm under pressure</li> <li>• Has 'presence' or innate authority</li> <li>• Polite, assertive, firm when necessary</li> <li>• Can give clear instructions and explanations</li> <li>• Has high expectations of behaviour</li> <li>• Will follow organisational policies, procedures and instructions</li> <li>• Uses initiative to solve problems, and knows when to ask for help/advice</li> <li>• Can work as member of a team</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Ability to support the School's church ethos</li> <li>• Willingness to undertake training as required</li> <li>• Awareness of Child Protection and Safeguarding issues</li> </ul>

# Person Specification

## Cover Supervisor



CRITERIA	DESIRABLE REQUIREMENTS
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Evidence of continuing learning</li> <li>• Evidence of training in education or related role</li> <li>• First Aid qualification</li> </ul>
<b>EXPERIENCE AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Has worked in a school</li> </ul>
<p>All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding &amp; Child Protection Policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. The schools Safeguarding Policy can be found here: <a href="#">Safeguarding Policy</a></p>	

# Person Specification

## Cover Supervisor







# APPLICATIONS

## Cover Supervisor

**Closing Date: Monday 24th February at 9am**

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

### **The Interview**

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

### **How to apply**

Please download a Teaching Staff Application form via our website [bishopschester.co.uk/careers-vacancies](https://bishopschester.co.uk/careers-vacancies). Please note only application forms fully completed will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to [vacancies@bishopschester.co.uk](mailto:vacancies@bishopschester.co.uk).

*Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following: FAO Vacancies, The Bishops' Blue Coat CE High School, Vaughans Lane, Chester, CH3 5XF*

# MORE INFORMATION

## **References**

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

## **Online Search**

An Online Search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

## **Eligibility to work in the UK**

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

## **Qualifications**

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

## **Enhanced DBS Check**

The successful candidate will be required to undergo an Enhanced DBS Check. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

## **Safer Recruitment**

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.