



ASPIRE.  
BELIEVE.  
ACHIEVE.



CALDEW  
SCHOOL

WHERE EVERY STUDENT  
IS SUCCESSFUL TODAY  
AND PREPARED  
FOR TOMORROW.

POST AND APPLICANT INFORMATION.

## COVER SUPERVISOR

**Starting Salary:** **£21053 (including holiday pay)**

**Contract Term:** **Part time, Permanent**

**Times** **8.00-3.30pm**

**Start date:** **As soon as possible**

**Closing date:** **Midday Thursday 12 February 2026**

**Interview date:** **TBC**

### **PURPOSE OF THE ROLE:**

Cover Supervisors play a key role in maintaining continuity of learning during short-term teacher absence by supervising classes across a range of subject areas. Longer-term absences are normally covered by supply teachers. The work of the Cover Supervisor complements that of teaching staff, supporting high standards of behaviour, engagement and learning.

When cover demand is reduced, Cover Supervisors support subject departments by assisting with the preparation of learning materials, displays and other departmental tasks, as well as contributing to the pastoral support of students. As members of the wider cover team, they provide flexible and valued support across the school, making this an excellent opportunity to gain valuable experience within a secondary education setting.

### **Safeguarding Statement**

Caldew School is committed to the protection and safety of its pupils and expects all staff and volunteers to share this commitment. An online search will be carried out for shortlisted candidates. The successful applicant will be required to undertake a criminal record check via the DBS. Our safeguarding policy can be found at:

[caldew.cumbria.sch.uk/our-school/policies-documents/](http://caldew.cumbria.sch.uk/our-school/policies-documents/)

### **Equal Opportunities Statement**

We are an equal opportunity employer. We want to develop a more diverse workforce and we welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. We are committed to employing disabled people making reasonable adjustments to support applicants when required

### **Application Process**

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of

## POST AND APPLICATION INFORMATION

application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Short listed applicants may be screened prior to interview by checking social media. The purpose of this is to ascertain if the applicant demonstrates behaviour that is suitable for employment in a school environment. References will be requested prior to interview.

We are committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

### DEPARTMENT INFORMATION:

We are a small, team who are supportive and positive with our students. Learning is at the heart of everything we do. We want to give individual students the best possible start to their adult life.

### JOB DESCRIPTION:

Our aim is to maintain high-quality teaching and learning within a calm, purposeful and productive environment during the short-term absence of teaching staff. The successful candidate will be **energetic, hardworking, flexible and passionate about working with young people**, and committed to supporting their education within our popular, busy and vibrant school community.

The role requires a **supportive team player** with the ability to adapt confidently to rapidly changing situations. Training will be discussed with the successful candidate, and a tailored programme developed to meet individual needs.

The role will include:

- Providing high-quality classroom supervision in the absence of a teacher, under the direction of the Headteacher and line manager, ensuring a positive, orderly learning environment where students can complete work set by teaching staff.
- Maintaining effective communication with key staff to ensure continuity of students' learning and wellbeing.
- Consistently applying and supporting the school's rewards and sanctions policy.
- Supporting subject departments with the development of learning resources, following guidance from Heads of Department, when not timetabled for classroom cover.
- Using the school's management information system (SIMS) to accurately record student-related information.
- Accompanying educational visits and field trips, as required.
- Undertaking duties before and after school to support student safety and supervision.

## POST AND APPLICATION INFOMATION

There is also an opportunity to join the lunchtime duty team which provides an additional income plus a free lunch!

## POST AND APPLICATION INFORMATION

### PERSON SPECIFICATION:

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>SOURCE</b>
<b>Qualifications/Training Competences</b>	5 A*-C GCSE including English and Maths or equivalent numeracy and literacy	Experience in a relevant post.	Application
<b>Relevant Experience</b>	Experience of communication effectively at all levels.	Experience of working with pupils of the relevant age.  Experience of self-evaluating your own learning needs and seeking learning opportunities.  Experience of working in a classroom setting.	Application Interview Reference
<b>Knowledge</b>	Understanding of how to ensure appropriate student behaviour for learning in a classroom setting.	Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils.  Working knowledge of national curriculum and other relevant learning programmes and strategies.	Application Interview
<b>Skills/Ability</b>	Good written and oral communication skills. Ability to work as part of a team.  Good level of personal organisation and flexibility.	Experience of using other equipment and technology i.e. DVD, photocopier  Experience of using ICT	Application Interview
<b>Personal Skills</b>	Experience of working constructively in a team, understanding classroom roles and responsibilities and own position within these.  Experience of prioritising tasks and acting on own initiative.  Experience to adapt to quick changing situations.	Experience of motivating pupils to develop to their full potential.	Interview References