



# **Casual Cover Supervisor**

## **APPLICATION PACK**

**Neston High School**  
**Raby Park Road**  
**Neston**  
**Cheshire**  
**CH64 9NH**

Headteacher: Ms K Cunningham

**[www.nestonhigh.com](http://www.nestonhigh.com)**



## Message from the Headteacher

Welcome to Neston High School, a high-achieving mixed 11–18 school set in the beautiful surroundings of Cheshire. Our school is extremely popular, known for its academic excellence, exceptional pastoral care, and a positive environment where young people thrive. Families choose Neston High with confidence, knowing their children will be part of a strong, caring, and respectful community that prioritises high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach helps each person develop the knowledge, skills, and understanding needed to become responsible, considerate, and well-rounded individuals prepared for our ever-changing society. A commitment to learning beyond the classroom is central to our school's culture. Our achievements in STEM education have been recognised nationally, with the Educate Outstanding Commitment to STEM award granted in 2022, 2023, and 2024. This recognition is just one of many, including the Gold Award for Learning Outside the Classroom. We have high participation in programmes such as The Duke of Edinburgh Award and bar mock trials, and our students regularly excel in national competitions, such as the UKMT Senior Maths Challenge. Our sports provision is second to none.

At Neston High, we work in partnership to ensure the best outcomes for each of our students. Our aims are simple: we strive for excellence, supporting every student in reaching their full academic potential. Exceptional teaching is crucial to our students' success, and our dedicated team of specialist staff is talented, enthusiastic, and deeply committed to providing the very best. Staff development here is widely regarded as "leading edge." We foster strong partnerships with universities and other higher education institutions and actively support staff in pursuing professional qualifications. Whether you are a teacher, student, or member of our support staff, Neston High is a great place to learn and work.

We place a high emphasis on respect and positive behaviour, making our school a happy and welcoming place to learn. Our students engage fully in all the opportunities the school offers, attend well, and show a keen desire to learn. Young people enjoy being part of Neston High, and we love teaching them. This is a wonderful community school, yet we are always looking to improve. We are not complacent and continue to strive for growth.

We look forward to meeting you, introducing you to our students, and welcoming you to our school.

Ms Kirsty Cunningham  
Headteacher



<b>Role:</b>	<b>Casual Cover Supervisor</b>
<b>Start date:</b>	<b>September 2025</b>
<b>Hours:</b>	<b>Casual</b>
<b>Salary (Pay Award Pending):</b>	<b>£14.13 per hour (plus holiday pay allowance %)</b>

- *Are you considering a move into teaching and looking for opportunities to gain excellent experience and develop your classroom management skills?*
- *Do you naturally engage with people?*
- *Do you have high aspirations for colleagues, students and yourself?*
- *Do you have experience as a cover supervisor, youth worker, learning support assistant or sports coach?*

If you are excited by your answers to these questions, then you may be the right candidate to join a new team of classroom and sports cover supervisors at Neston High.

The role of Cover Supervisor is excellent experience for graduates who are considering teaching and would like to work within an educational environment. This opportunity can also enhance your PGCE application and help you gain valuable experience.

Should you choose to apply, please submit the following completed forms:

- Application form. Please ensure that your application accounts for any gaps in employment.
- Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will not be approached until the final stages of the process.
- A supporting statement that sets out the reasons for your interest in the role and how you meet the required criteria,

Please apply to Ms K Cunningham, Headteacher via Mrs Leadbetter, PA to the Headteacher at Neston High School on: [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com)

**Please note:** This is an open advert and will close once a suitable candidate has been found. We do reserve the right to close this advertisement early if we receive a high volume of suitable applications.

*Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy is available on the school website [Policies & Procedures - Neston High School](#)*



NESTON  
HIGH SCHOOL

# Vision, Values & Mission

## Our Vision

Our vision is to create a vibrant, inclusive community where everyone feels valued and empowered. We celebrate and reward kindness, fostering an environment that is respectful, safe and driven by intellectual curiosity and high aspirations, providing a broad range of opportunities for students to be the best versions of themselves.



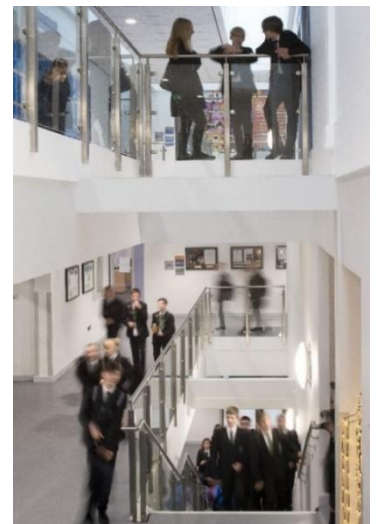
## Our Mission

Our mission is to empower students to learn the skills, knowledge and resilience they need to achieve their academic and personal potential. We aspire to be the heart of learning in our community where students access tailored support to achieve the highest outcomes, equipping them to be productive and compassionate global citizens of the future.

## Our Values

Our overarching values are **Aspiration, Community & Respect**

- We value achievement and intellectual curiosity along with lifelong learning
- We value community and belonging
- We value kindness in all its forms
- We value hard work and high aspiration
- We value resilience and enthusiasm
- We value manners and respect for others
- We value fairness, trust and honesty
- We value self-belief and personal confidence
- We value diversity and embrace difference
- We value the environment
- We value strong relationships





CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	GCSE English and Maths grade C or above or equivalent  Evidence of training in education or related role.	A Degree	AF/I
<b>Experience</b>	Experience of working with young people.	Experience of working in an educational setting.	AF/I
<b>Job Related Knowledge</b>		Literacy and numeracy to provide assistance in core subjects.  An understanding of school practices and procedures which impact on children and their care.	I
<b>Skills and Aptitudes</b>	Can relate professionally with students, teachers, parents and other adults.  Keep calm under pressure.  Polite and assertive, firm when necessary. Can give clear instructions and explanations.  Can work as a team member.	Willing to take part in school life e.g. support extra-curricular activities.	I
<b>Other Requirements</b>	To be adaptable and flexible.  Passionate about learning.		I



<b>JOB TITLE:</b>	<b>Casual Cover Supervisor</b>
<b>GRADE:</b>	<b>Grade 5</b>
<b>RESPONSIBLE TO:</b>	<b>Business Manager</b>
<b>JOB PURPOSE:</b>	Supervise whole classes of pupils and ensure that set work is completed in the absence of the teacher. Cover is provided for the short-term absence of teaching staff so that an effective and tailored school policy to cover is delivered

## Key Responsibilities

- Supervise pupils who are undertaking work that has been set in accordance with the school policy so that teaching and learning continues.
- Manage the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment.
- Respond to any questions from pupils about process and procedures so they can continue with their set work.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures to ensure that pupil/employee safety is assured.
- Collect any completed work after lessons to ensure it is returned to the relevant member of the teaching staff.
- Report back, using the school's agreed referral procedures, on the behaviour of pupils during class and any issues arising so that the relevant member of the teaching staff is fully aware of the situation.
- From time to time support students with special educational needs.
- Supervise break and lunchtime activities as required.

## Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- To gain an understanding of the school's processes, policies and procedures



- To understand the meaning of confidentiality and ensure all relevant documentation remains confidential
- To work as part of the team liaising, advising and consulting where appropriate.  
To identify personal training needs and to attend appropriate internal and external in-service training.

#### NOTE

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the responsibilities of the job.