



**HARTFORD**  
CHURCH OF ENGLAND  
HIGH SCHOOL

**COVER SUPERVISOR**  
**APPLICANT PACK**

**JULY 2025**

# INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Cover Supervisor at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

We have spent the last year creating a new team across our Associate Staff body. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school.

We are now looking to appoint a Cover Supervisor to supervise whole classes during the short-term absence of teachers, giving instructions for the lesson and ensuring good order is maintained and that all students are kept on task. It is a fantastic opportunity for you to gain experience in a school, particularly if you are interested in training to teach in the future or you are a graduate who wishes to apply for teacher training. The post holder will work with groups of students at Key Stages 3 & 4. Other duties will include supporting individual students with learning tasks and pastoral issues and carrying out routine clerical/administration work.

Our school is blessed with exceptional facilities across a large and growing site and is a popular choice for parents and children. We have students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. Our school is at the centre of the community in Hartford and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Aside from the curriculum, we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System, pastoral teams and inclusion provision support this philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!



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You are welcome to come and visit the school and see all our fantastic students and staff for yourself if you are considering applying for this role. Should you wish to do so please contact Sara Morris, Business Manager – Personnel, [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk) who will be more than happy to arrange this for you.

Should you choose to apply for the role of Cover Supervisor, I look forward to receiving your application, meeting you and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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## KEY INFORMATION

**Job role:** Cover Supervisor

**Starting Date:** 1st September 2025 or as soon as possible thereafter

**Salary:** Grade 5 SCP 6—SCP 11 £25,183—£27,269 (Actual salary payable £21,729—£23,529 p.a.)

**Contract Details:** 37 hours per week, 39 weeks per year (Term time + 5 INSET Days)

**Closing Date:** 9am Monday 21st July 2025

**Interviews:** W/C Monday 21st July 2025

**How to Apply:** Applications only accepted on completed school application forms and they should be sent to [sara.morris@hartfordhigh.co.uk](mailto:sara.morris@hartfordhigh.co.uk).

### Benefits:

- There are a range of benefits for staff who work in our school community. These include:
- Membership of the Local Government Pension Scheme.
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues.
- Working Rewards provides discounts and offers on all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym.
- Staff events and sporting activities to support the school family system.
- Optional staff collective worship.
- Daily free tea and coffee as well as other refreshments throughout the school year.



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# JOB DESCRIPTION

## Cover Supervisor

### Grade 5 SCP 6—SCP 11

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The role of a Cover Supervisor at Hartford Church of England High School is to contribute to raising standards of achievement and attainment through supporting and embracing the ethos of the school. The Cover Supervisor will play a pivotal role in maintaining continuity of learning by providing effective classroom management and ensuring pre-set work is completed.

Cover Supervisors at Hartford Church of England High School will be highly motivated and innovative with an ability to enthuse, motivate and inspire young people. This position offers an excellent opportunity for individuals who are passionate about education and wish to contribute to the school's commitment to providing high quality learning experiences for all students.

### Main Responsibilities

Cover Supervisors will:

- Undertake classroom supervision in the absence of teaching staff
- Ensure a positive and productive learning environment, promoting good behaviour and engagement, while following the school's behaviour policy
- Work with students and classes across various subjects, ensuring students complete pre-set work to a high standard
- Ensure registers, class and student records are maintained
- Liaise with subject teachers, providing any relevant feedback to departments relating to student progress and behaviour
- Assist with the preparation of teaching materials and displays
- Assist with form time duties

### Other Responsibilities

Cover Supervisors will contribute to the wider running of the school. They will:

- Play a full part in the life of the school community, supporting the Christian distinctiveness of the school, and contributing to the school's vision, values and ethos in and out of the classroom
- Support the school in meeting its legal requirements for worship
- Be a positive and professional role model for all students and staff
- Know, understand and follow whole school policies and apply them consistently, including those relating to safeguarding and well-being, in accordance with statutory provisions and school policy



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- Ensure any concerns regarding students' welfare and safeguarding are communicated to the relevant senior member of staff and understand that safeguarding is the responsibility of all staff
- Participate in staff development and training and undertake safeguarding training.
- Attend regular school meetings within the directed time budget
- Carry out supervision duties as directed through the school duty rota
- Liaise effectively with parents, carers and other stakeholders
- Actively engage in the School Appraisal process
- Where required, attend school events and activities as appropriate to the role of Cover Supervisor, for example Parents' Evenings and Open Evening
- Undertake tasks, including exam invigilation and deputising for other support staff, as determined by the Headteacher

### **Additional Responsibilities**

- Attend all meetings as requested by the Headteacher or Assistant Headteacher—Teaching & Learning in relation to the role.
- Additionally undertake:
  - \* Fire marshal and first aid duties where applicable
  - \* Duties during the working day
  - \* All professional development as required for the role.
  - \* Full participation in the performance management and appraisal process
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

### **Responsible to:**

Assistant Headteacher - Teaching & Learning



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# PERSON SPECIFICATION

## Headteacher's PA - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> <li>5 GCSEs at Grade 4 and above including English &amp; Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a secondary school environment</li> <li>Experience of working with or caring for children of a relevant age</li> <li>Strong track record of one's own continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Special Aptitudes	<ul style="list-style-type: none"> <li>Excellent use of IT in education</li> <li>Ability to generate enthusiasm for learning in general</li> <li>Ability to plan, organise, review and adapt</li> <li>Ability to manage classroom activities and the learning environment</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of, and ability to use, a range of behaviour management strategies</li> <li>Willingness to contribute to extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>
Interpersonal Skills	<ul style="list-style-type: none"> <li>Fully committed to the Christian ethos of the school</li> <li>Inspirational</li> <li>Ability to forgive and move on</li> <li>Ability to challenge and support students and staff</li> <li>Excellent spoken and written communication skills</li> <li>High expectations</li> <li>Commitment to school improvement</li> <li>Team worker</li> <li>Independent worker</li> <li>Resilient under pressure</li> <li>Excellent attendance</li> <li>Flexible</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>References</li> <li>Interview</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>Willingness to consent to apply for an enhanced DBS check</li> <li>Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people, including the mental health of young people</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> </ul>



# OUR SCHOOL VALUES

## H

### HAPPY

Showing respect to one another.  
Looking after our mental and  
physical wellbeing.

## A

### ACHIEVING

Working towards our goals,  
both academic and extra-  
curricular. Showing resilience  
and not being afraid to fail.

## R

### READY

Being punctual, equipped  
and ready to learn every  
day. Wearing our uniform  
with pride.

## T

### TOGETHER

Working together in all  
things - building a school  
family characterised by  
tolerance and kindness.

## LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they  
may see your good deeds and glorify your Father in heaven."

*John 15:12 and Matthew 5:16*



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