



CHERTSEY HIGH SCHOOL

## **Cover Supervisor**

Application pack



# Welcome to **CHERTSEY HIGH SCHOOL**

I am extraordinarily proud to be the Headteacher of this truly inclusive and diverse school. It is a school where we put the child at the heart of everything we do. Our ethos demonstrates our commitment to the values of knowledge, determination and love, values which are shared by staff, governors and students and guide us in all that we do.

Each child at Chertsey High School is unique; each child is loved and valued. No matter what their start in life, we know they deserve the best and that is what we aim to give them. They are our future and our greatest ambassadors; they are supported by a team of staff united in encouraging, guiding, motivating and challenging each one of them to be the best they can be. During their time with us, children grow, learn, take risks, sometimes making mistakes and falling down, but always rising again to be stronger than before. Above all, they will know that they belong at Chertsey High School.

My wonderful staff are united in their approach. Colleagues are passionate in their belief in and care for our students. They are collaborative and supportive, they are energetic and optimistic; they know that our students can achieve more than they dreamed possible, and that once they have achieved success they will do so, again and again!

As part of Bourne Education Trust (BET), Chertsey High School benefits from being a member of a successful multi-academy trust. BET's strapline 'Transforming schools... changing lives' reflects our shared commitment that all children, regardless of context or background, deserve a great education. We are passionate about developing sustainable and ethical environments, promoting social justice and maintaining the highest standards in our behaviours and values. Digital education is at the forefront of our joint approach and we are resolute in our belief that digital innovation has the ability to enrich and transform.

For more information on what Chertsey High School has to offer, please [visit our website](#) or call 01932 598020 to arrange a visit.



A handwritten signature in black ink that reads 'Mary Gould'.

**Mary Gould**  
Headteacher



# Why choose **CHERTSEY HIGH SCHOOL** and **BET?**



## ✓ **GENEROUS WORKPLACE PENSION**

Teachers Pension Scheme for teaching colleagues (**Employer contribution 28.68%**)



## ✓ **CONDENSED SCHOOL YEAR**

We offer a condensed school year with a **two week half term** in October.



## ✓ **CPD & RECOGNITION POLICIES**

**Defined career pathways**, opportunities for **internal progression** and **ongoing training learning and development** and Trust recognition policies



## ✓ **WORK-LIFE BALANCE**

**Flexible working** where possible, as well as **enhanced maternity, paternity and adoption** policies (subject to completion of qualifying service)



## ✓ **HEALTH AND WELLBEING SUPPORT**

**24/7 online GP**, **EAP**, **free online fitness classes**, **flu vaccinations** and **eye tests**, **cycle to work** scheme & occupational sick pay



## ✓ **STAFF BENEFITS PLATFORM**

Access to **savings on your everyday spending** including groceries, homeware, entertainment and holidays, through *My Staff Shop*



## ✓ **FREE PARKING**

**Free on-site parking** is available at Chertsey High School





# Job DESCRIPTION

## ROLE INFORMATION

**Job title:** Cover Supervisor

**Location:** Addlestone, KT15 2EP

**Contract:** Term time, permanent

**Start Date:** March 2026

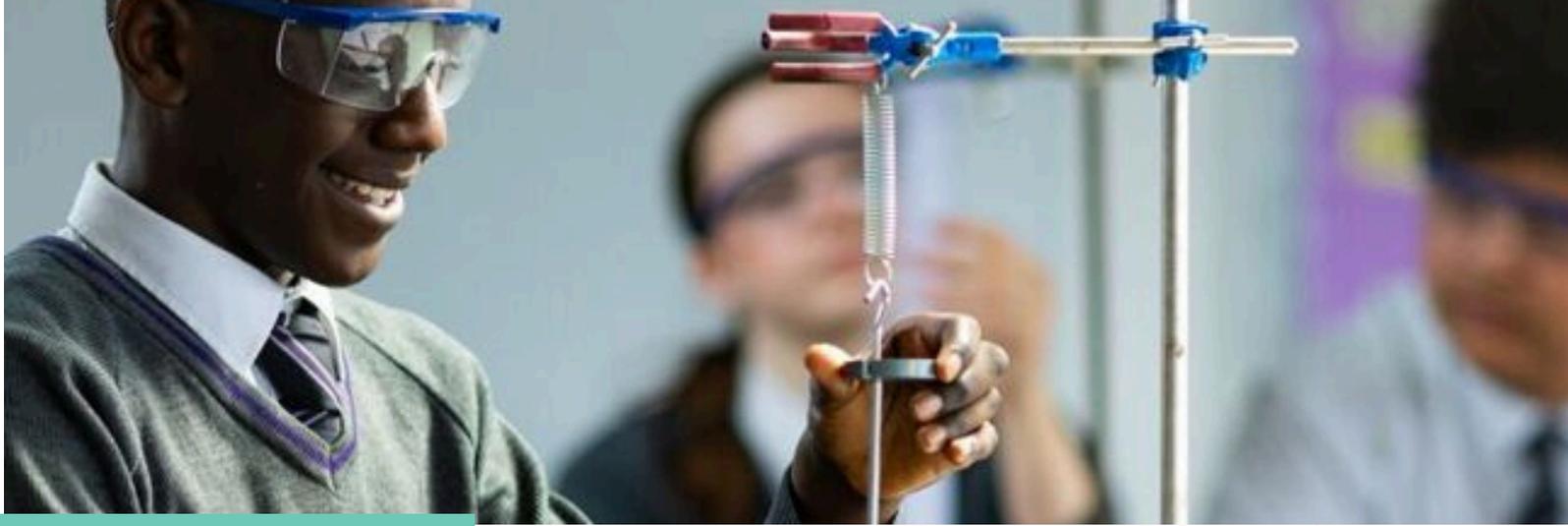
**Salary:** Teachers Main (Fringe - Surrey) M1 - M6, Unqualified pay scale

**Responsible to:** Headteacher

## ROLE PURPOSE

Responsible for providing highly effective provision and care to pupils by supervising whole classes during short-term absence of teachers, under the guidance of Teachers and Senior Leaders. Ensure that students are engaged in learning activities and the learning objectives set by the teacher are achieved. Ensure effective support of pupil welfare and the inclusion of all pupils in all aspects of school life in line with school and Trust policies, promoting the ethos and the values of the school and Bourne Education Trust.





## MAIN DUTIES AND RESPONSIBILITIES

### SUPPORTING THE LEARNING OF PUPILS:

- Working as part of a team, under the direction of the responsible Teacher, support teaching provision, development and implementation of learning for pupils
- Supervising classes and taking class registers as required and ensuring appropriate behaviour in line with our behaviour policy for learning objectives to be met
- Give clear instructions for the lesson provided by the teacher ensuring that learning outcomes are achieved
- Keep appropriate records, as agreed with the teacher, to enable objective and accurate feedback to the teacher and students on the conduct of the lessons
- Support the use of ICT and other equipment and materials to enable students to achieve the learning objectives set by the teacher

### SUPPORTING TEACHERS:

- To understand and follow teaching plans in order to support pupil development and to scaffold learning as appropriate
- To support with the preparation of learning materials as required
- To monitor and evaluate pupil responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To provide the Teacher with objective and accurate feedback and reports on pupil progress, ensuring the availability of appropriate supporting evidence
- Undertake the marking of pupil work in line with the school marking policy as required
- To work within the schools behaviour policy to anticipate and manage behaviour constructively, promoting independence





# Person SPECIFICATION

## ESSENTIAL REQUIREMENTS:

- Ability to demonstrate an awareness, understanding and commitment to the protection and safeguarding of pupils
- GCSE English and Maths or equivalent
- Ability to evidence effective continuous professional development
- Ability to evidence effective communication with a wide audience / range of stakeholders
- Ability to evidence excellent IT skills on a wide range of programmes and software

## DESIRABLE SKILLS:

- Qualified Teacher Status or equivalent
- Relevant experience of working with children in an education setting

## PERSONAL QUALITIES:

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.



# Your APPLICATION

Thank you for your interest in this role, we look forward to receiving your application. Candidates should be aware that the closing date for applications is on the **23<sup>rd</sup> February 2026**, however prompt applications are encouraged as we reserve the right to close this vacancy if sufficient applications have been received.

## **SAFEGUARDING**

Bourne Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

## **EQUAL OPPORTUNITIES**

Bourne Education Trust is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## **HEALTH AND SAFETY STATEMENT**

The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must cooperate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



# Application PROCESS



## APPLICATION

To apply for this position, you must complete a Bourne Education Trust application form (CVs without a fully completed application form will not be considered).



## SHORTLISTING

Applicants will be screened and shortlisted by the interview panel. In order to meet safer recruitment standards, successful candidates will be asked to submit a full application form prior to interview.



## INTERVIEW AND CANDIDATE SELECTION

Shortlisted candidates will be invited to interview, following which a selection will be made by the interview panel.



## JOB OFFER

If successful after interview, a formal job offer will be made to you, subject to referencing and safer recruitment checks.

All candidates who are disabled, as defined by the Equality Act 2010 and who meet the minimum essential requirements will be offered an interview. Should you wish to speak with a member of the team about your application, please contact [careers@bourne.education](mailto:careers@bourne.education)



'Knowledge, Determination, Love'

"I love working at Chertsey High School because of the unwavering enthusiasm amongst staff to see every student succeed. It's inspiring to be part of the community."

**Miss McGrandles**

Deputy Headteacher



*Click to visit our website for more information*



Chertsey Road  
Addlestone  
Surrey KT15 2EP

Bourne Education Trust

