



UP HOLLAND  
HIGH SCHOOL  
*Dedicated to Excellence*

# Vacancy - Cover Supervisor (Permanent position)



PROUD TO BE A MEMBER OF  
**EVERYONE MATTERS**  
SCHOOLS TRUST

## Headteacher's welcome

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Up Holland High School Is Dedicated To Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford the children the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

[https://www.youtube.com/watch?v=kL5yTJwG\\_8](https://www.youtube.com/watch?v=kL5yTJwG_8)

## School Priorities 2023-2025

- Developing a **culture of excellence** through high expectations of all staff and students
- Consistently delivering **high quality teaching** within a challenging curriculum
- Improving the **attitude to learning** and promoting the **resilience** of students
- Improving the **attendance** of students, particularly those that are persistently absent



**Headteacher**  
**Paul Scarborough**

## Role overview

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**Job Title:** Cover Supervisor

**Reports to:** Business Support Manager/School Business Manager

**Contract Type:** Permanent, part-time, term time + 1 week Insets

**Hours:** 32.5 hours per week (6.5 per day)

**Grade:** Grade 5 (SCP 7-11)

**Pro rata salary. This is the salary you will be paid:**  
£19501 - £20786

**Start Date:** 1 September 2025

**Closing Date for applications: Monday 7th July 2025, 9.00 am**

Are you passionate about education and wish to consider a future in teaching? Here's your chance to start your career in a supportive environment. We seek an enthusiastic and committed Cover Supervisor with the ability to deliver effective teaching and learning across all areas. You will also have excellent communication skills and be a strong team player. As a Cover Supervisor, you will gain invaluable experience in managing classrooms, delivering pre-prepared lessons, and fostering positive learning environments. This role could serve as an excellent stepping stone for anyone aspiring to become a teacher, working across various subjects, gaining exposure to different teaching styles and disciplines.

## Our school

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Up Holland High School is a happy and harmonious place to be where students are highly-motivated and have the opportunity to be inspired and succeed. We were recognised in May 2023 by Ofsted as 'Good' in all areas of school, with the capacity to improve still further. We believe that our strong collaboration with students, staff, parent/carers and governors continues to contribute towards the success of the school. This is the third successive 'Good' judgment the school has secured. The school aspires to move from 'Good' to 'Great' and we are seeking a professional that shares that level of ambition, a professional that can model our Dedication to Excellence in all that they do.

We consider the education of our students to be about developing the whole child, preparing them for life beyond school. Not only providing them with a good level of attainment in examination subjects but also helping them to develop the skills, values and attributes which will enable them to be strong, successful citizens when they move on from Up Holland, ready to contribute to their local community and the wider world. This philosophy is captured in our vision statement.

### Personal Development

The five key skills and values that we promote through LORIC are those that employers' colleges and universities consider to be most desirable:

- Leadership
- Organisation
- Resilience
- Initiative
- Communication

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer an holistic educational experience is at the core of the schools philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored CPD programme. We offer a professionally stimulating working environment where teachers have the opportunity to progress and most critically to positively impact on the lives of our students.



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. *Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.*





# EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work.

Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

**Everyone Matters:** we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

**Everyone Helps:** we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

**Everyone Succeeds:** we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



## Job description

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Job Title: Cover Supervisor  
Duration: Permanent, term time plus 1 week of inset days  
Required from: 1<sup>st</sup> September 2025  
Responsible to: Business Support Manager/School Business Manager  
Scale: Grade 5  
Term time only plus one week  
6.5 hours per day (32.5 hours per week)

### OVERALL RESPONSIBILITY

To teach cover lessons for absent teachers and to prepare a bank of materials for use within cover lessons for all subject areas.

### SECTION 1 – DUTIES

#### Teaching and Learning

1. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Child Protection Procedures and Pastoral Need.
2. Register and actively teach the assigned class or classes to the best of their ability - using the instructions in the class folder.
3. Follow the set work as left by the teacher or as directed by the Progress Leader. (Head of Department)
4. Give explicit learning objectives and outcomes using Assessment for Learning techniques and ensure students are clear what they have to do in the lesson.
5. Use a variety of teaching methods and learning strategies to match curricular objectives and the range of student needs, and ensure equal opportunity for all students.
6. Normally undertake only non-hazardous practical activities, e.g. cut & stick.
7. Be aware of students with Special Educational Needs, medical conditions, behavioural support plans.
8. Set homework as directed by the subject teacher or Progress Leader.
9. Have high expectations of the students' behaviour, academic and social abilities, and set clear targets that are both realistic, measurable and which build upon prior knowledge or attainment.



10. Maintain a high standard of discipline by the use of praise, rewards and sanctions, and thereby create an environment in which pupils feel safe, secure and confident. Particular attention should be paid to reinforcing and implementing the 'Code of Behaviour' and/or 'School Rules' and the 'Policy on Rewards and Sanctions'.
11. Collate records of all rewards and incidents of inappropriate behaviour relating to students in the class and inform the relevant Progress Leader.
12. Collect all work done during the lesson, retaining it until it can be passed on to the class teacher, via the agreed route, upon their return. Also collect in/stock-check and return all equipment and apparatus to their correct location.
13. Report any problems with the set work to Progress Leader - especially if it is inappropriate or below an agreed standard.
14. Mark the work when requested to do so. Marking should be in accordance with the Subject Marking Policy.

### **Curricular Knowledge and Understanding**

1. Have a working knowledge and understanding of the National Curriculum programmes of study.
2. Have a good knowledge of any other statutory requirements related to the students' education or welfare
3. Keep up-to-date with research and developments in pedagogy and curriculum content.
4. Support the ongoing developments in Literacy, Numeracy, ICT skills in subject teaching.
5. Use detailed subject knowledge to deal effectively with subject-related questions raised by students and any common misconceptions that they hold - thereby deepening the pupils' knowledge and understanding.

### **Other Duties**

1. Direct the use of any support staff or class helpers. This does not imply any line manager responsibilities but facilitates the best deployment of human resources.
2. Assist in the supervision of examinations, both public and internal as directed.

3. When not actively covering:
  - plan effective lessons with subject teachers for absence known in advance and become familiar with the requirements of the set work.
  - work with Progress Leaders to prepare a bank of materials available for unexpected absence.
  - work with the appropriate Progress Leaders in the cases of prolonged teacher absence to ensure continuity and progression for the class.
  - use own subject specialist knowledge in order to prepare appropriate materials for cover lessons.
  - assume a Teaching Assistant role determined by the SENCO.

### **Continuing Professional Development**

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the School Curriculum, which may lead to improvements in teaching and learning.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional learning portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.

### **SECTION 2 - ADDITIONAL DUTIES FOR THIS POST**

Any other tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the School's continuing professional development programme.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

## GENERAL

- To be professional at all times and develop our Character Education Programme: LORIC
- To work within school policies and procedures.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To be aware of the confidential nature of issues.
- You should be in possession of a First Aid qualification or be willing to be First Aid Trained.
- Work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

# Person Specification – Cover Supervisor

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## Essential Criteria

Criteria	Essential	Desirable	Assessed By
<b>Qualifications</b>			
Good standard of education (minimum GCSE Grade C/4 or above in English and Maths or equivalent)	✓		Application Form / Certificates
Further education qualifications (e.g., A-levels, NVQ Level 3, or equivalent)	✓		Application Form / Certificates
Degree or equivalent qualification		✓	Application Form
<b>Experience</b>			
Experience working with young people in an educational or similar setting	✓		Application Form / Interview
Experience managing groups or classes of children or young people	✓		Application Form / Interview
Experience of delivering prepared lessons or activities		✓	Application Form / Interview
<b>Skills and Abilities</b>			
Ability to manage classroom behaviour effectively	✓		Interview / Task
Strong interpersonal and communication skills	✓		Interview
Ability to follow school policies and procedures	✓		Interview
Ability to use ICT to support learning and for administrative purposes	✓		Application Form / Interview
Ability to work independently and as part of a team	✓		Interview
<b>Knowledge and Understanding</b>			
Understanding of safeguarding and child protection	✓		Interview / Training
Awareness of the secondary curriculum	✓		Interview
Knowledge of school systems and procedures		✓	Interview
<b>Personal Qualities</b>			
Enthusiastic and committed to supporting students	✓		Interview
Resilient and adaptable under pressure	✓		Interview
Professional appearance and conduct	✓		Interview
Reliable and punctual	✓		References
Committed to inclusion and diversity	✓		Interview

## Additional Requirements

- Willingness to undertake training as required (e.g., safeguarding, behaviour management).
- Flexibility to work across a range of subjects and year groups.

## How to Apply

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### Application Process:

Support staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to [a.mckernan@uphollandhigh.org.uk](mailto:a.mckernan@uphollandhigh.org.uk) marked for the attention of Mr P Scarborough, Headteacher.

Closing Date:	Monday 7th July 2025, 9.00 am
Interview Date:	To be advised
Start Date:	1 <sup>st</sup> September 2025

## Guidance

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**Applicant Privacy Notices can be found on our website using the following link.**

<https://www.uhhs.uk/ckfinder/userfiles/files/Policies/Privacy%20Notice%20for%20Job%20Applicants.pdf>