



THE **CORBET** SCHOOL

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**Cover Supervisor**

**31.25 Hours per week, Term Time + 5 PD Days**

**September 2025**





**June 2025**

Dear Applicant,

**POST: COVER SUPERVISOR**

**GRADE 6/7 (SCP 8-17) £13.47 - £15.58 per hour**

**£25,992 - £30, 060 FTE (Pro-Rata)**

**PART-TIME 31.25 HOURS PER WEEK**

**MONDAY TO FRIDAY 8.30am TO 3.30pm (with a 45 minute lunch break)**

**TERM TIME ONLY + 5 PD DAYS**

**Reporting to: Director of Business, Finance & Operations**

**Responsible for: See role of Cover Supervisor**

This post is an excellent opportunity for those wishing to work in a supportive and progressive school. The Corbet School is committed to the development of its staff members in order to maximise benefit to the school as well as support individual career opportunities.

To aid your application, please read the overview containing details of the job description, person specification and the role of the Cover Supervisor.

Please note the deadline for applications is **12:00 noon Friday, 20<sup>th</sup> June 2025**

We hope this information is useful in allowing candidates to gain a wider understanding of the school and the post.

We look forward to receiving an application from you. We hope that you find the enclosed information helpful and are excited by the opportunities of this post.

Best wishes,

Dr Jane Tinker  
Headteacher



## **The Post**

The Corbet School requires from September 2025 an enthusiastic and capable individual to provide classroom cover across the school.

The primary focus is to maintain good order, and to keep the pupils on task in accordance with the instruction provided by the teacher or Head of Department.

The successful candidate will need to set high expectations for pupil behaviour and maintain discipline.

This is an excellent opportunity to help young people, and work in a supportive and progressive school.

A person specification and job description follow in this pack.

## **Application**

Application should be received by the Assistant Business Manager, **12 noon on Friday, 20<sup>th</sup> June 2025.**

## **The Interview**

Interviews dates are yet to be confirmed.

## OUR SCHOOL

The Corbet School is an, 11-16, Converter Academy. It is a mixed comprehensive school situated in a pleasant, rural position eight miles from Shrewsbury and eleven miles from Oswestry. The Welsh border is about twelve miles to the west and some fifty miles away is the attractive Mid-Wales coastline. Housing in Shropshire is cheaper than in some other areas of the country.

Originally opened in 1957, The Corbet School was re-organised as a comprehensive school in 1977. It serves a circular attendance area of some eight miles radius and therefore a large proportion of the 734 pupils travel by the school bus and take school meals. The school enjoys a good reputation in the county and a number of children attend from outside the attendance area. The school day commences at 8.45 am and ends at 3.20 pm, and is organised into a 5 period day (one hour per period), with a break at 11.10 am and lunchtime starting at 1.30 pm.

The school chose to adopt Foundation Status as from September 1999, and from September 2011 applied for and adopted Academy Status.

The Corbet Parent Association is very supportive and fosters both parental contact and involvement. It has proved to be extremely helpful to the school in raising considerable, financial sums.

## OFSTED REPORT – MARCH 2022

The Corbet School provides a happy and kind environment where pupils thrive. Pupils say that staff are friendly and approachable. They feel safe and trust staff to help them if they have a problem. Behaviour is good and bullying is rare. If it does occur, staff deal with it well.

Leaders, want the best for every pupil. They have designed an ambitious curriculum which is broad and balanced. Teachers deliver the curriculum well. Lessons are thoughtfully planned. Pupils say that work is challenging, and teachers help them to do their best. As a result, pupils are achieving well.

The school offers pupils a wide range of extra-curricular opportunities. Examples include sports, art, astronomy, chess and drama clubs. Attendance at these activities is flourishing, with many pupils keen to get involved. For example, large numbers of pupils are seen participating in school productions.

The vast majority of parents and carers would recommend the school. They praise the quality of teaching and pastoral support. Many comment that their children were well supported through the COVID-19 pandemic. One parent summed up the views of many by saying 'I could not be happier, and neither could my child.'

## CURRICULUM

We have 32 full-time and 16 part-time teachers who deliver a wide curriculum in academic, practical and leisure pursuits. Although broad-based, the curriculum remains balanced with setting in core subjects. In the Upper School, pupils experience a core curriculum, including for many, languages. In 2024 we achieved

- Progress 8 +0.36
- Standard Pass (9-4) in English (Literature or Language) 82%
- Strong Pass (9-5) in English (Literature or Language) 65%
- Standard Pass (9-4) in Maths 81%
- Strong Pass (9-5) in Maths 58%
- Standard Pass (9-4) in English and Maths 77%
- Strong Pass (9-5) in English and Maths 48%
- Pupils achieving a standard pass (9-4) in two sciences (Combined or Separate) 76%
- Pupils achieving 5+ standard passes (9-4) Inc. English & Maths 73%
- Pupils achieving at least one qualification (9-1) 99%
- Attainment 8: 49.00
- Percentage of pupils entered for EBacc: 37%
- Percentage of pupils achieving the EBacc Standard Pass: 23%
- Percentage of pupils achieving the EBacc Strong Pass: 13%

Pupils transfer for further education to either Shrewsbury Colleges Group, the Walford and North Shropshire College and some into other local schools who are Sixth Form providers as well as some private sector schools.

Children's pastoral needs are recognised by organising the pupils into small, tutor groups in each year on a horizontally grouped basis, with some continuance of tutors between KS3 and KS4. Each year group is assigned a Pastoral Assistant overseen by an Assistant Headteacher

We have a house system which creates healthy competition and the opportunity to develop pupil interests and aptitudes both within and outside the formal curriculum. The five houses are directed by Heads of House.

Extra-curricular activities are well established. Some take place at lunchtime due to the high proportion of pupils who use school buses before and after school (approx. 80%). Others, including inter-school sports matches and visits to the theatre, etc., take place after school and parents arrange for the collection of their children. Each year, various school parties enjoy visits further afield in Britain and on the continent.

## STAFFING

The departmental structure within the school is as follows:

English, Mathematics & Computing, Science, Art & Design & Technology, Humanities, Modern Languages, Performing Arts, Physical Education, PSHEE, and Learning Support.

The Head believes in distributed leadership model, with a wide measure of responsibility given to senior and middle managers. Teachers have considerable freedom and leadership is encouraged at all levels of school. The school has good systems to monitor performance and ensure accountability.

The Leadership Team consists of the Head, Deputy Head, three Assistant Heads and the Director of Business, Finance & Operations. Various staff meetings are held which make recommendations to the Head on all aspects of school policy and give the staff opportunities to participate in decision-making. Working parties address themselves to specific issues. We feel that this open style of management ensures that staff accept collective responsibility for the implementation of all aspects of school policy and feel committed to shaping the school's future.

## BUILDINGS AND FACILITIES

In addition to normal classroom provision, there is specialist accommodation for:

Art, Food Technology, Textiles, Technology resistant materials, Graphics Studio, electronics, five Science Laboratories, Music, Humanities, Library, assembly/dining hall, 3 Computer Rooms, Gymnasium, Sports Hall, Modern Foreign Languages and Drama.

The school is always seeking to improve, refurbish and extend its buildings. The most recent refurbishments include roofing, heating and electrical works, and classroom refurbishments to Science Laboratories and Music.

The school has also up graded the IT Network capability, and communication systems, and introduced High-Definition Interactive Screens into all appropriate classrooms.

All teachers are issued with a laptop that enables them to access the network within school, and remotely via wi-fi.



## COVER SUPERVISOR

**Role:** Cover Supervisor

**Pay Range:** Grade 6-7 (SCP 8-17)

**Line Manager:** Director of Business, Finance and Operations

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### The successful candidate will:

- have good communication skills and the ability to relate well to children, staff and parents.
- Ability to bring to the role, initiative, enthusiasm and commitment
- Flexibility and reliability
- High expectations for pupil behaviour and maintain discipline
- a willingness to develop skills

### We can offer:

- a calm and supportive school community
- a strong leadership team and a dedicated team of staff
- a committed and supportive board of Trustees
- a firm commitment to your ongoing professional development.

## PURPOSE OF POST

To supervise whole classes during planned days or unplanned sickness and deliver pre-prepared activities as and when required by the Director of Business, Finance and Operations/Headteacher.

To work under the guidance of class teachers in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning, providing general support to class teachers in the management and organisation of the pupil and the classroom.

To assist teachers in creating and maintaining a purposeful, orderly and supportive learning environment and promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.

## PRINCIPLE DUTIES AND RESPONSIBILITIES

## SUPPORT FOR PUPILS

- To support working relationships with pupils, acting as a role model and setting high expectations.
- To support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.



- To support pupils with special educational needs through the delivery of specific learning programmes pre-planned by the teacher and under instruction of the teacher.
- To contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.

## SUPPORT THE TEACHER

- In the short-term unplanned absence of teachers, to cover all pre prepared activities to provide continuity for the pupils.
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To administer and mark routine tests in line with the school's marking policy.

## SUPPORT FOR THE SCHOOL

- To comply with policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person.
- To attend relevant meetings and participate in training opportunities and professional development as required.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required within contracted hours and to take responsibility for pupils as necessary.
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.
- To assist in the training and development of staff as identified by the Director of Business, Finance and Operations/Headteacher as necessary.
- To adhere to school health and safety policy including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.

## SUPPORT FOR THE CURRICULUM

- As directed by the class teacher assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities.
- To help adapt and plan the resources necessary to lead learning activities, taking into account pupils' interests, language and cultural backgrounds.
- Undertake broadly similar duties commensurate with the level of the post as required by the Director of Business, Finance and Operations/Headteacher.

## RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

## SAFEGUARDING

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## DATA PROTECTION AND OTHER STATUTORY RESPONSIBILITIES

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

## OTHER DUTIES

- Any other duties that the Director of Business, Finance and Operations/Headteacher, feels are commensurate with the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

This job description is subject to review by the Director of Business, Finance and Operations/Headteacher/Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## PERSON SPECIFICATION

**Job Title:** Cover Supervisor

**Responsible to:** Director of Business Finance and Operations

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Teaching Assistant NVQ Level 3 or have completed training of a similar standard (including NNEB or a certificate in Literacy &amp; Numeracy for Support Assistants).</li> <li>Teaching Assistant Induction Training.</li> </ul>	<ul style="list-style-type: none"> <li>5 GCSE's or equivalent including Maths and English</li> <li>First Aid Qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least 4 – 5 years relevant experience working in an educational setting.</li> <li>Experience of classroom administration support</li> <li>Ability to plan and organise effectively.</li> <li>Ability to work with small groups or an individual pupil.</li> </ul>	
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>An in-depth and detailed knowledge of school based education including child development.</li> <li>National learning strategies including Literacy and numeracy.</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Ability to supervise whole classes.</li> <li>Good communication skills and ability to relate well to children, staff and parents.</li> <li>Evidence of working well as part of a team</li> <li>ICT and the willingness to update skills and undertake further training.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to observe, monitor and provide constructive feedback on pupils progress.</li> <li>• Specialist skills, training or experience e.g. Art, Music display etc.</li> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to bring to the role, initiative, enthusiasm and commitment.</li> <li>• Flexibility and reliability</li> <li>• Willingness to develop skills with further training.</li> </ul>	

***The Corbet School is committed to Safeguarding and promoting the welfare of children, therefore the successful applicant will be required to undertake an enhanced DBS Disclosure & Barring Check.***