



POOLE  
GRAMMAR  
SCHOOL

# APPLICATION FORM



# COVER SUPERVISOR

## CONTENTS

Job description

Person specification

Application procedure



POOLE  
GRAMMAR  
SCHOOL

Gravel Hill, Poole, Dorset, BH17 9JU  
01202 692132  
[www.poolegrammar.com](http://www.poolegrammar.com)  
Headteacher: Mrs K Etheridge

# **For: COVER SUPERVISOR**

## **Start date: as soon as possible**

### **Salary: Grade C, Points 7-12 (£26,403 - £28,598 FTE)**

In this role, the post holder will be responsible to the HR Manager.

**Actual annual salary:** Grade C, points 7-12 = £21,296 - £23,067

**Hours:** 35 hours per week, 8.15am to 3.45pm Monday to Friday

**Working weeks:** 39 (term-time only)

**Paid weeks:** 44.46 (includes holiday pay)

Further details about the school can be found on the school website: [www.poolegrammar.com](http://www.poolegrammar.com)

**The responsibilities of the postholder will include the following areas:**

#### **Main job purpose**

The post holder must:

- supervise whole classes during the short-term absence of teacher as part of an effective cover strategy.
- give instructions for the session as provided by a teacher and maintain good order to keep pupils on task.
- respond to general questions and provide general feedback to teachers (but will not be required to undertake 'specified work' such as planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development).
- (when not supervising classes) undertake administrative duties as directed.

#### **Main responsibilities and duties**

The post holder will be expected to:

- Take charge of a group or class of pupils in the short-term absence of their usual teacher.
  - Register attendance in accordance with school policy.
  - Supervise pupils engaged in learning activities that have been pre-prepared in accordance with school policy.
  - Act as a role model and set high standards and expectations of conduct and behaviour.
  - Manage the behaviour of pupils whilst they are undertaking learning activities in order to ensure a constructive environment.
  - Keep pupils on task and respond to general queries.
  - Maintain a positive and calm learning environment.
  - Provide objective and accurate feedback to the teacher concerning the conduct of the session and the behaviour of pupils.
  - Keep appropriate records as agreed with the teacher.
  - Promote positive values and good behaviour; deal promptly with incidents in accordance with school policy.
  - Collect any completed work and return it to the teacher.
  - Comply with all policies and procedures relating to child protection, equal opportunities, Health and Safety, security, confidentiality and data protection.
-

- Ensure all pupils have equal access to opportunities to learn and develop.
- Provide continuity for pupils until the usual class teacher returns.
- If, during the course of the working day, cover is not required for a period(s) then attend to general administrative duties as required.
- Participate in relevant training and development opportunities as required.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children and take appropriate action should the need arise.
- Retain the confidentiality of all aspects of school life.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the General Data Protection Regulation.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.
- Any other duty applicable to this grade.

### Supervision and management of people

Little or no supervisory responsibility will be required, other than assisting work familiarisation of peers and new recruits. Supervision of pupils is specified in the section above.

The post holder may be required to give some direction to support staff working in the classroom.

### Decisions

- There is a need to make immediate decisions without the initial referral to a teacher in relation to classroom management and the care, control and safety of pupils.
- On issues that are more complex or when managing difficult or particularly disruptive behaviour, the post holder should refer to a teacher/line manager.
- Decisions made will be within the policies and procedures of the school.
- The post holder will need to answer general basic queries from pupils.

### General

This job description is specific to the post of Cover Supervisor. This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the job title.

**Prepared by: HY**

**Date: January 2026**



# PERSON SPECIFICATION



## Experience

- Previous experience of working with children (ESSENTIAL)  
*Method of assessment: Application Form, Interview, References*

## Qualifications

- Five GCSEs with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience (DESIRABLE)  
*Method of assessment: Application Form, Certificates, Interview*

## Aptitudes and abilities

- Ability to handle confidential information with discretion (ESSENTIAL)
- Good organisational skills (ESSENTIAL)
- Ability to challenge the behaviour of students (ESSENTIAL)  
*Method of assessment: Application Form, Interview, References*

## Knowledge, attitude and motivation

- Knowledge of the School's behaviour and management policy and procedures (DESIRABLE)
- Knowledge of the School's fire and emergency procedures (DESIRABLE)
- Knowledge of Child Safeguarding procedures (ESSENTIAL)
- Knowledge of SIMS and Moodle teaching resources (DESIRABLE)  
*Method of assessment: Application Form, Interview, References*
- Self-motivated (ESSENTIAL)
- Adaptive approach to different learning environments (ESSENTIAL)  
*Method of assessment: Application Form, Interview, References*

## Other factors

- Commitment to Equal Opportunities (ESSENTIAL)
- Enhanced DBS check (ESSENTIAL)  
*Method of assessment: Application Form, Interview, References, DBS process*



POOLE  
GRAMMAR  
SCHOOL

# APPLICATION PROCEDURE



## What you need to do

Please visit [www.poolegrammar.com/work-for-us](http://www.poolegrammar.com/work-for-us) and complete the online application form. Once submitted, you will receive an acknowledgement email.

CVs will be accepted in addition to the above but will not be accepted on their own.

Online application forms are preferred but PDF and Word versions of the application form can be requested from the HR Department by emailing: [pgshrdept@poolegrammar.com](mailto:pgshrdept@poolegrammar.com)

Please note, if you use the PDF application form and are using an Apple Mac, please make sure that this is not completed in Preview mode, as it will not save correctly.

If you have any questions regarding the application process or have not received your acknowledgment email, please contact the HR Department on the above email address.

## Dates

Closing date for applications: **8<sup>th</sup> February 2026**

Interviews: week commencing: **9<sup>th</sup> February 2026**

*We encourage early applications and reserve the right to interview early, for the right candidate.*

## Safeguarding and equal opportunities

Poole Grammar School is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to complete an enhanced DBS application. Poole Grammar School also promotes equal opportunities for its workforce.

We look forward to receiving your application.

With thanks,

**Katie Etheridge, Headteacher**  
**January 2026**