

Appointment Information

Cover Supervisor





Dear prospective applicant,

Thank you for taking the time to read about this role and our school. CHCC is in the top 12% of schools nationally and blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The School now seeks to appoint an exceptional individual to work in the classroom and cover colleagues for in-service training, meetings and absence, alongside 4 other colleagues in the department. This role will suit professionals with experience of leading groups of children in an educational setting. This role has been aligned to the Single Status JD for Sports/Activity Coach/Instructor L2). We welcome applications from those with an educational background across the private and public sector.

This is a fantastic career opportunity for a highly motivated professional to join a college that is looking to do things differently. Crown Hills Community College is an exhilarating and innovative school that produces exceptional progress for its learners and will make a significant contribution to the lives and opportunities of our families.

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us - <https://www.crownhills.com/join-us/>

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible.

I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

Crown Hills is a founding school within the "Well Schools" movement and I sit on the board as well as being an advocate Head teacher for the YST. My approach and therefore our approach to leadership at CHCC is summarised in my podcast with the Youth Sport Trust. <https://www.buzzsprout.com/273805/9656144> you can expect to be led in this way too and if not have the license to challenge it.

We believe that the curriculum is king and that the way it is sequenced, will help our students to make progress. We have taken a very clear stance on knowledge-first teaching and place an emphasis on memory recall as well as responsive teaching. In order to be successful you need to buy into this pedagogy and practice as it underpins our philosophy and the way the curriculum should be delivered to our students. As a member of support staff who supports the delivery of the curriculum, it is important you understand and align to our college principles.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 21st September 2026. Please include your cover letter in the supporting statement section.

I look forward to meeting you and receiving your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'F Adam', followed by a long horizontal flourish line.

Mr F Adam
(Principal)

JOB DESCRIPTION

Job Title: Cover Supervisor	11-16	Maintained
College: Crown Hills Community College	Grade:	Grade 5, Point 11 – 14
Reports to: Buisness Lead (curriculum)	Salary: £19,806.51 (actual salary) £28,598 (full time equivalent)	
Term: Permenant 5 days a week, 30hours per week, term time plus 3 teacher days		

JOB SUMMARY

To supervise prepared lessons in the absence of a class teacher, ensuring that in doing so the pupils'/ students' learning and deveopment is continued and maintained.

KEY PURPOSE

To ensure high standards and continuity of student learning and behaviour in the absence of teaching staff.

CORE DUTIES AND RESPONSIBILTIES

- These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.
- To ensure work set by teachers is completed.
- To ensure pupils/students behave appropriately.
- To ensure Health & Safety regulations are adhered to.
- To adhere to and promote the ethos, aims, policies and practices of the School/College.
- To implement and promote Leicester City Council's and the School/College's policies and procedures relating to all areas of employment and service delivery.
- In the absence of a teacher, provides supervision to an assigned class during lesson time, in accordance with the school/college cover supervision policy.
- Communicates the work set by the class teacher to pupils/students and ensures that they are aware of the teacher's expectations during the course of the lesson with regard to task completion.
- Motivates pupils/students to complete tasks set by the class teacher and encourages them to interact and work co-operatively with others to ensure that all pupils/students are engaged on the set task.
- Manages the behaviour of pupils/students to promote and maintain order and a calm working environment, including the implementation of the school's/college's behaviour policy.
- Promotes the inclusion and acceptance of all pupils/students within the classroom and school.
- Ensures the health, safety and welfare of pupils/students is maintained at all times.
- Liaises with teaching staff regarding the work set for assigned classes and with pastoral staff as necessary.
- Implements the school/colleges policies.
- Where there are no cover lessons requiring supervision, the postholder may be required to support students in other areas of the school to meet operational needs.

PERSON SPECIFICATION

No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
-----	------------	-------------------------	---------------------	---------------------

TRAINING & EDUCATION

1	GCSE in English and Maths or equivalency.	E	✓	
---	---	---	---	--

EXPERIENCE & SKILLS

2	Experience of working in an education environment.	D	✓	
3	Experience of working with children/young people.	D	✓	
4	Experience of working within practical lessons such as PE or Expressive Arts.	D	✓	✓

EQUAL OPPORTUNITIES

5	Must be able to recognise discrimination in its many forms and willing to put Equality Policies into practice.	E	✓	✓
6	Committed to high quality service standards.	E	✓	
7	Interpersonal skills sufficient to communicate with customers at all levels and to take and distribute simple messages and instructions.	E	✓	✓

			Assessed by:	
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task

OTHER SKILLS

8	Good interpersonal and communication skills.	E	✓	✓
9	Ability to manage the behaviour of pupils/students and maintain order and a calm working environment.	E		✓
10	Ability to motivate students.	E		✓
11	Has attended or is willing to attend half-day/full day courses on aspects of the curriculum, e.g. literacy, numeracy, ICT, behaviour management, etc.	E	✓	✓

OTHER CONDITIONS

12	This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E	✓	
----	--	---	---	--