



## Collingwood College Recruitment Information

### COVER SUPERVISOR

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**Dear Applicant,**

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2024, in the Sixth Form, 72% of A level qualifications were at A\*-C with over 20% of entries gaining the top A/A\* grades. Furthermore, 50% of the cohort gained an impressive A\*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point, **make great progress.**

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'K Watling'.

**Miss Karen Watling**  
**Principal**

## Cover Supervisor

**Start Date:** September 2025 or earlier (June/July)

**Hours:**

Part-time and permanent, 30.5 hours per week, including 1 afterschool coach duty per week, 39 weeks per year (Term Time plus inset days). Applications will also be considered for part-time over 3 or 4 days per week (including Thursday and Friday).

**Salary:** Starting from £18,873.09 to £20,837.43 per annum (FTE £25,893 to £28,588).

**About Us:**

We are a supportive and dynamic school looking for an enthusiastic, caring individual to join our team as a Cover Supervisor. This role involves delivering pre-planned lessons and supervising students aged 11-16, facilitating their learning and progression.

**Responsibilities:**

- Deliver lessons and supervise students across various subjects.
- Assist students with set activities and respond to their questions.
- Uphold standards of behaviour in the classroom.
- Collaborate with existing staff to support curriculum areas.

**Requirements:**

- IT literate and competent in using various software packages.
- Experience in an educational setting is preferred but not essential.
- Strong communication and organisational skills.

**Why Join Us:**

**Professional Development:**

Ideal for graduates looking to gain experience before entering teacher training. Many of our current and former team members have successfully transitioned into teacher training and secured roles either with us or at other local schools.

**Flexible Working:**

Options for part-time work over 3 or 4 days per week, must include a Monday or Friday

**Supportive Team Environment:**

Work alongside experienced staff in a collaborative setting.

**Application Process:**

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found. For inquiries, please contact Human Resources.

**To apply:** Please complete the application form available from [www.collingwoodcollege.com](http://www.collingwoodcollege.com) vacancies.

Closing Date: 27<sup>th</sup> May 2025

**For more information:** Please contact HR 01276 457600 or email [hr@collingwood.surrey.sch.uk](mailto:hr@collingwood.surrey.sch.uk)

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

### **Probationary Periods**

All posts, including fixed term posts, are subject to a probationary period. For teachers this is 2 full terms, for support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

### **Remuneration and Benefits**

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- BUPA Health Care Cash Plan
- Outstanding facilities, including free on-site parking
- Eligibility for membership of the generous Local Government Pension Scheme (Further information can be found at [Surrey Pension Fund](#))
- 24/7 Employee Assistant programme for staff
- Flexible leave of absence policy
- Exclusive savings, discounts and offers through Blue Light Card, Discount for Teachers & Green Commute Initiative (Cycle to Work)
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### **Training and Development**

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

## JOB DESCRIPTION

### Cover Supervisor

<b>Post:</b>	Cover Supervisor
<b>Reporting to :</b>	Senior Assistant Principal
<b>Hours</b>	30.5 Hours per week (8:25 -15:05 4 days per week & 8:25 to 15:35 1 day per week) plus an unpaid lunch break per day.
<b>Weeks per year</b>	38 weeks plus inset days (39 weeks)
<b>Salary Band</b>	C1--6
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To deliver lessons and provide supervision of students with a range of abilities across the 11-16 age range, facilitating the progression of students learning.</li> <li>In addition to cover needs, there will also be a requirement to work as a Form Tutor and to fulfil the duties and responsibilities of a form tutor.</li> <li>You will work alongside existing staff in specific curriculum areas providing general support for departments.</li> <li>Respond to questions, generally assist students to undertake set activities and to uphold standards of behaviour in the classroom.</li> <li>Work alongside existing staff in specific curriculum areas providing general support for departments.</li> <li>This is a key role in supporting the day-to-day running of the school and the successful applicant must be IT literate and competent in using a variety of software packages.</li> </ul>
<b>Involvement with:</b>	Senior Leadership Team, Cover Manager, teaching and support staff and students.
<b>Main Duties and Responsibilities</b>	
<p><b><u>Organisation</u></b></p> <p>Cover Supervisors are expected to carry out the following duties to cover for short-term teacher absence.</p> <ul style="list-style-type: none"> <li>Deliver lessons appropriate to the age and ability of the students so as to facilitate progression in students' learning; the plans and resources for these lessons to be provided by the Head of Department (or relevant other)</li> <li>To support in Teacher lead tutor interventions</li> <li>Manage the classroom and teaching equipment so as to create a positive learning environment which makes effective use of the available resources</li> <li>Implement College's policies with regard to registration, student absence, dress code, behaviour</li> <li>Adhere to and enforce Academy rules relating to Health and Safety</li> <li>Provide advice and guidance to staff, students and others</li> </ul> <p>In addition, Cover Supervisors are expected to carry out the following duties when providing cover for <b>medium teacher absence</b>:</p> <ul style="list-style-type: none"> <li>In consultation with HoDs / KS coordinators and in accordance with schemes of work,</li> </ul>	

deliver the set cover and review lessons which are appropriate to the age and ability of students, so as to facilitate progression in students' learning. (HoDs and KS Co-ordinators will set and mark the work)

- Provide classroom assistance and support for individual student needs if necessary.
- With leading support from departmental colleagues assisting in the process of assessment, recording, reporting and completion of marking sheets on the development, progress and attainment of the students assigned to her/him, within the College guidelines where they had been assigned to a class for a 6-8 week period.

When not required to cover classes or groups of students the cover supervisor will provide support for the faculty they are assigned to. This can include:

- Working with individual or small groups of students providing extra support as appropriate
- Helping with admin within the faculty/departments as appropriate

#### **Definition of Short-term cover**

Short-term cover involves work for a lesson, a day, or a week. Work is set by absent teacher or departmental colleagues.

Short-term cover does not involve assessment, recording and reporting on the development, progress and attainment of students.

#### **Definition of Medium**

Medium-term cover involves a planned sequence of work for a subject for a period of weeks, such as a half-term or term, or for a number of lessons.

Medium-term cover can include identifying learning objectives and outcomes and indicating the activities that will enable these to be achieved. Medium term cover often shows a sequence of activities that will promote progression and some information about the amount of time needed to cover the objectives.

Medium term cover will involve leading support from departmental colleagues assisting in the process of assessment, recording, reporting and completion of marking sheets on the development, progress and attainment of the students assigned to her/him, within the College guidelines where they had been assigned to a class for a 6-8 week period.

Medium term cover will involve leading support from departmental colleagues.

#### **Administration**

- Assess, record and report on the development, progress and attainment of the students assigned to her/him, within the Academy guidelines
- Attend relevant meetings and carry out relevant administrative tasks

#### **Other**

- To undertake other duties as may reasonably be required in consultation with your line manager, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

### **PERSON SPECIFICATION**

	Essential	Desirable	Method of Assessment
<b>Knowledge/Qualifications</b>			
Degree		√	
GCSE or Equivalent in Maths & English at Grade C (4/5)	√		A/C
Knowledge of general office procedures and practices	√		A/C/I
Knowledge of SIMS		√	A/I
A recognised and relevant vocational qualification (NVQ Level 3) and or equivalent practical work experience	√		A/C/I
HLTA Status		√	C
<b>Experience</b>			
Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintain confidentiality	√		A/I/R
Working within a school and team environment		√	A/I
Working with a partnership context, including co-ordinating collaborative activities and plans	√		A/I
<b>Skills</b>			
Highly organised and self-motivated, with the ability to manage time to ensure that deadlines are met	√		A/I/R
ICT skills to produce quality reports and documents and to create and manage simple databases	√		A/I
Able to communicate effectively both orally and in writing with a wide range of people	√		A/I
Ability to work as part of a team	√		A/I
Ability to work independently with good awareness of when to take initiative and when to check and confirm actions	√		A/I
Ability to be well organised and accurate in all aspects of the role with the ability to prioritise	√		A/I
Ability to work well under pressure and to respect sensitive and confidential work	√		A/I/R
Ability to form strong and effective working relationships with colleagues	√		A/I/R
Ability to use SIMS	√		A/I/R
Ability to use other ICT packages as required	√		A/I/R
<b>Behaviour and other related Characteristics</b>			
Diplomacy and discretion and the ability to manage confidential information	√		A/I
Proven ability to work as a team member to achieve goals in effective co-operations	√		A/I
To display responsible and co-operative attitude to working towards achievement of the colleges aims and objectives	√		A/I
Commitment to own personal development and learning	√		I
A commitment to abide by and promote the colleges Equal Opportunities, Health and Safety and Child Protection Policies	√		A/I
The post holder will require an enhanced DBS	√		C