



# APPLICATION PACK COVER SUPERVISOR

## HOW TO APPLY

Applications are welcome from both internal and external candidates but the working hours are not flexible and must suit the needs of the school for this important role.

Application packs are available on the JSTC website ([www.jstc.org.uk](http://www.jstc.org.uk)), About Us/Vacancies.

Alternatively, contact the Headteacher's Secretary **by email** for an application form and pack;

- John Spendluffe Technology College, Hanby Lane, Alford, Lincolnshire, LN13 9BL
- Telephone: 01507 462443
- **Email: [f.smith@jstc.org.uk](mailto:f.smith@jstc.org.uk)**

Prospective candidates are encouraged to visit the school; please contact the Headteacher's Secretary Fiona Smith using the above contact details to arrange an appointment.

Completed applications should be emailed to [f.smith@jstc.org.uk](mailto:f.smith@jstc.org.uk) or posted to the school.

Applications must be received by: **9 am on Monday 12 January 2026**

Interview date (provisional): **w/c 19 January 2026**

*JSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All pre-employment checks, undertaken are in line with Keeping Children Safe in Education.*

# APPLICATION PACK

## **John Spendluffe Technology College Overview**

JSTC is a non-selective 11-16 co-educational school in a selective area. We are a popular and over-subscribed school of around 630 students. Despite being a secondary modern school we have the full ability range of students, including gifted and talented. We are proud of the work that we do with our young people to enable them to challenge themselves academically and reach the highest of aspirations. At our most recent Ofsted inspection we were rated as 'Good' in all areas. We are very proud of our achievements; we will continue to develop and provide the best possible education for our young people. We are a single academy trust but have developed strong networks and links with a range of partner and other schools locally and throughout the county.

## **An Attractive Location**

JSTC is situated in the small, quaint, rural market town of Alford on the edge of the Lincolnshire Wolds, an Area of Outstanding Natural Beauty (AONB). Lincolnshire is a large county with a variety of beautiful landscapes: flat fens, coastal marshes, clay vales and the rolling uplands of the Wolds, attracting an abundance of wild flora and fauna. Morning drives across the stunning and tranquil Wolds frequently creates wonderful memories and conversation with colleagues. The school is well placed and at the centre of the community of Alford with good road links to major urban centres in the East Midlands. Housing is extremely low priced compared to other areas of the UK and new build developments are enhancing the housing choices available in the region.

## **The School Site**

The school site has been enhanced in recent years to include two new classroom builds, a refurbished Humanities teaching block, a remodelled, modern canteen, and refurbishment of the original, attractive 1930s building. Car Park facilities on site are free. The school has its own all-weather pitch, sports hall and gym facilities which are all available for staff and community use.

## **Ethos and Values**

Supporting our students and their families to achieve the highest possible aspirations to a bright future lies at the heart of our daily work in school. High quality, extensive pastoral provision enables us to fulfil this mission. Our aim is to empower our students to become '*resilient, respectful and responsible*' in readiness for the next step of their educational journey. We are committed to serving each other, the students, and the wider community.

## **Our Students**

Our students are our best ambassadors. They come from a wide rural and coastal area, with the majority travelling by bus to school. Many students are not confident about their talents and abilities when they first arrive but through the hard work of our staff, we enable our students to develop and thrive into young adulthood. Students take part in a range of activities in and out of the classroom and visitors are frequently impressed with their courtesy, and the pride that they have in their school. Our students behave well and want to learn. Some students find academic work difficult and our experienced SEND team work hard to ensure that students have an appropriate curriculum and personal support. JSTC offers its students excellent opportunities to develop skills for life as well as academic qualifications. We want all of our students to develop into caring, active citizens.

JSTC has a strong coaching culture; a wide range of staff coach KS4 students to help them improve their resilience, independence, and self-efficacy.

## **Committed and Friendly Staff**

Our dedicated staff believe passionately in improving outcomes for all students and this can be seen in the positive relationships with each other and in the classroom. Staff are happy to teach at JSTC and want to stay. There is a low turnover of staff each year as we believe in providing opportunities for career progression at JSTC.

## **Staff Wellbeing**

Working in a school can be demanding and we therefore ensure that staff wellbeing is at the core of our development. The school has a highly supportive ethos with respect to both staff and student wellbeing. The Wellbeing Learning Community is an active forum of different staff who engage in evidence-based practice to promote good mental health and wellbeing for students and staff.

Our Education Support Employee Assistance Programme provides impartial, confidential support and general advice on wellbeing, workload, and work-life balance. This EAP can provide fast-track counselling, financial and debt advice and legal support. Extra coaching support is available to leaders and line managers. In school, trained Mental Health First Aiders can support staff for a range of feelings such as low morale, loss and bereavement, isolation, fear, stress and anxiety. This is fully funded from the school for all of our employees.

Staff enjoy engaging in social activities outside of school – particularly at the end of terms. There is sport to get involved in, such as football, netball and running; there are creative activities involving art and cooking too.

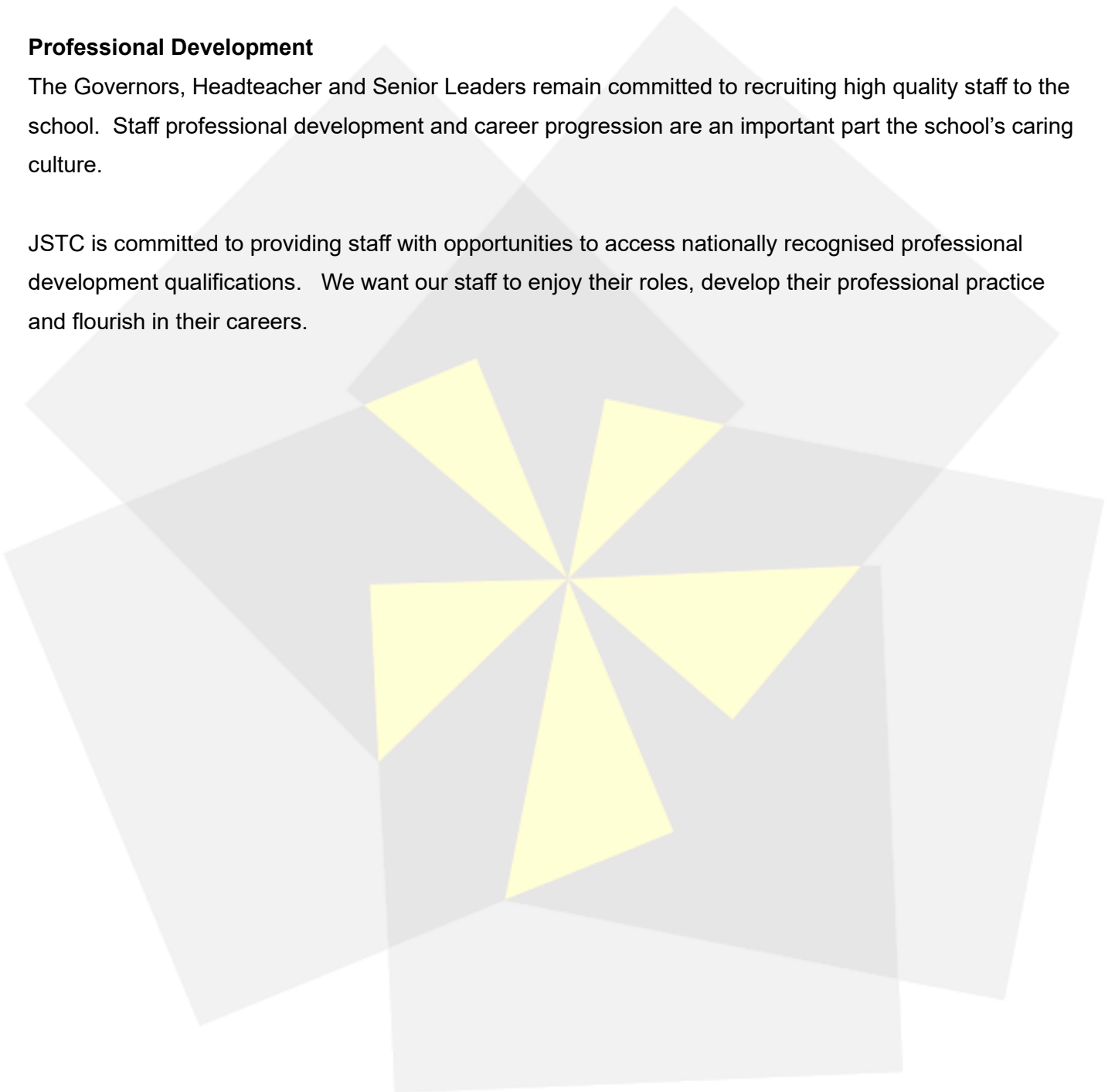
## **New Staff Induction**

You will be warmly welcomed into our friendly school and supported in all areas of your practice so that you can enjoy and feel confident in your role. JSTC offers a comprehensive and personalised induction training programme to all new staff. The New Staff Induction Team support all staff who are new to our school or their role, or returning after absence, regardless of their position. Staff are fully supported through a series of live and recorded training sessions.

## **Professional Development**

The Governors, Headteacher and Senior Leaders remain committed to recruiting high quality staff to the school. Staff professional development and career progression are an important part the school's caring culture.

JSTC is committed to providing staff with opportunities to access nationally recognised professional development qualifications. We want our staff to enjoy their roles, develop their professional practice and flourish in their careers.



# **DEPARTMENT INFORMATION**

## **Department – Cover Supervisor**

Cover Supervisors are expected to cover all aspects of the curriculum and will work across multiple departments on a daily or weekly basis.

Absent staff and their Line Managers will ensure that cover work has been set and is available on the Staff Shared Document area in order that the successful candidate can read through each morning ready for the lessons to be covered.

The successful candidate will be supported by the Heads of Department with the delivery of content and supported by the 'On Call' system in school for any behavioural matters which may arise in class.

You will be joining a team where there are currently one full time and one part time Cover Supervisor, and several other staff who have cover capacity as part of their teaching timetables.

## **Accommodation and Resources**

The Cover Supervisor will have access to the Staff Room where there are facilities to make hot drinks and use the staff computers. Toilet facilities are nearby. The JSTC Canteen is available for staff use.

# **JOB DESCRIPTION**

**Role: Cover Supervisor (Permanent)**

**Line managed by: Assistant Headteacher**

**Salary Range:** £25,989 - £27,254 per annum pro rata (based on GLEA Grade 4 Points 9-12)

**Actual Starting Salary: £22,291 per annum**

**Working Hours:** 32.5 hours per week, 39 weeks per year (school term time plus training days)

Monday to Friday 8:30 am – 3:45 pm (includes an unpaid break and unpaid lunchtime during the day)

## **Main Purpose**

- To supervise students and their work when their teacher is absent.
- The role involves taking sole charge of a group of students as required; there will be a system of supervision in place from qualified teachers in case of any difficulties. This system will be activated via the School C1-4 behaviour system and the On-Call system.

## **Duties and responsibilities – supporting the students**

- In accordance with DfES recommendations the postholder should be familiar with the full range of school policies, particularly those regarding health and safety, equal opportunities and special educational needs.
- The postholder should have the necessary skills to manage safely classroom activities, the physical learning space and resources for which they are responsible as advised by the DfES. The postholder should ensure that they remain contactable throughout the school day so that any emergency cover requirements can be supported.
- DfES recommends postholders have an understanding and ability to use a range of strategies to deal with classroom behaviour, as a whole, and also individual behavioural needs. The postholder must manage the behaviour of pupils whilst they are undertaking the work to ensure a constructive environment - consistent with the behaviour management strategies of the school. Full training will be given if required.
- Supervise work that has been set in accordance with the school policy.
- Respond to any questions from pupils about process and procedures.
- Deal with any immediate problems or emergencies according to the schools' policies and procedures. Full training will be given regarding emergency procedures.
- Collect any completed work after the lesson and return it to the appropriate teacher. Feedback should be given to the teacher regarding the completion of the work as appropriate.
- Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during class, and any issues arising.

## Other areas of responsibility

### Safeguarding

- Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, Prevent and JSTC Safeguarding and Child Protection Policies).
- Promote the Safeguarding of all students in the school.

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.





# PERSON SPECIFICATION

It is expected that the person appointed will have the following qualifications, experiences, knowledge/skills and personal qualities and/or special requirements for the post.

## **1. Qualifications**

- GCSE or equivalent level, including at least a Grade 4 (Grade C) in English and Maths

## **2. Experience**

- Experience working in a school environment or other educational setting.

## **3. Skills & Knowledge**

- Good literacy and numeracy skills.
- Excellent verbal communication and active listening skills.
- Ability to build effective working relationships with students and staff.
- Excellent inter-personal skills – socially and professionally skilled at dealing with a range of people, able to engender confidence in others, able to secure the confidence of others, able to listen, counsel, negotiate, be sensitive, tactful, diplomatic as circumstances demand.
- Skills and expertise in understanding the needs of all students and appreciation of how this role will enhance support mechanisms for students and an enjoyment of working with children.
- Knowledge of guidance and requirements around safeguarding children.
- Must understand and utilize a range of strategies to deal with classroom behaviour as a whole and also individual behavioural needs. The postholder should seek guidance from staff as appropriate in order to address any specific behaviour or work concerns in order to fulfil their duties.
- An understanding of the structure and operation of a school environment.
- Working knowledge of curriculum provision in a secondary school and recent developments in education.
- Knowledge of ICT systems and applications and an understanding of how such technology can be used to support students.

## **4. Personal Qualities**

- Sensitivity and understanding, to help build good relationships.
- A commitment to getting the best outcomes for all students and promoting the ethos and values of the school.
- Integrity and total discretion in maintaining confidentiality at all times.
- Commitment to safeguarding student wellbeing and equality.
- Reliability, resilience and positivity.
- Enthusiasm, flexibility and effective team player.
- Excellent presentation skills and smart professional appearance.