

Cover Supervisor

(With opportunities for Sports Coaching)

Permanent, up to 30 hours per week (with flexibility for the right candidate)
SCP Point 12 £29,542.00, per annum. 39 weeks per year.
(Approximate pro rota salary for 30 hours and 39 weeks - £20,556.84 per annum)

Application Pack

CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

ASPIRING
COLLABORATING
TRANSFORMING

Our Mission

Transforming Lives, Creating Opportunities, Insipiring Futures

Dear prospective candidate,

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now 310 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to transform lives, create opportunities and inspire futures, for staff and students, alike.

We are on a wonderful journey. Come and join us!

Alwyn Richards



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Job Advert

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We are currently seeking a highly motivated and enthusiastic Cover Supervisor to join our cover team. The successful candidate will be responsible for delivering pre-planned lessons and managing classes in the absence of teachers, helping to ensure continuity of learning and high standards of behaviour across the school.

This role would particularly suit an aspiring teacher looking to gain classroom experience before undertaking teacher training. Candidates with a keen interest in PE, sports coaching and extra-curricular provision are encouraged to apply, as there will be opportunities to support and contribute to the school's sporting programme. These opportunities can be explored further during the interview process.

The ideal candidate will be keen to gain experience working with secondary-aged students and will be flexible, hardworking, reliable and an effective team player. As a Cover Supervisor, you will work across a range of subjects, developing valuable classroom management skills while supporting students' learning, progress and personal development in a thriving secondary school environment.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

Please apply using the link below

Closing date for applications is 9am on Thursday 19th November 2026

Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE
Email: **recruitment@cleeveschool.net** Tel: 01242 672546

For an informal discussion about the role, please contact the school.

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Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

"Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day."
We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

Our Wellbeing Offer

Work–Life Balance

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

> ***"I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I've been in a school work place."***
> 2025 Staff Survey

Mental Health & Emotional Support

- Access to our **Employee Assistance Programme,** and **Occupational Health support** when needed
- On site support from **Mental Health First Aiders,** and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

Physical Health & Lifestyle

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

> **"Since moving to this school I enjoy my job again,"**
> 2025 Staff Survey

Professional Growth & Recognition

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes

Job Description

Transforming Lives, Creating Opportunities, Insipiring Futures

Cover Supervisor (with opportunities for Sports Coaching)

Salary and Hours: Point 12 (pro-rata). Term time only (39 weeks), approximately 30 hours per week (8.30am – 3.15pm)
Accountable to: Cover Manager
Accountable for: Not applicable

KPIs for the role (and some of these should appear within the annual appraisal cycle)

- To maintain and enhance the excellent standing of the school in the community
- To uphold the school ethos
- To contribute to meeting the KPIs for the department area as directed by your line manager
- To provide active classroom cover in the absence of the class teacher

Key Responsibilities

Classroom cover

- Deliver cover lessons as requested daily, arriving in the correct classroom on time and following school procedures and policies whilst within the class room
- Provide support within the pastoral team during light cover days
- Undertake INSET training with the cover team
- Work with students to develop their learning and understanding during cover lessons
- Provide support to students to ensure that they make progress in each lesson
- Provide registration/tutor duties if required
- Undertake other reasonable tasks as requested

Other tasks:

- To provide exam invigilation if required
- This is not a comprehensive statement of tasks but sets out the main expectations of Cleeve School in relation to the post holder's professional responsibilities and duties
- This job description is current at the date shown, but in consultation with the post holder, may be changed by the Principal to reflect and anticipate changes in the job commensurate with the grade and job title

Key skills and aptitudes
Training, Qualifications and Experience

Essential

- Educated to at least GCSE grade C or equivalent in English and Mathematics
- Educated to A level in at least one subject area
- Evidence of classroom experience
- Evidence of working in a complex, busy, service driven environment
- Have experience of working within a secondary school

Desirable

- Educated to degree level, or equivalent, in a subject area included in the general school curriculum
- Professional knowledge and understanding
- Essential
- Knowledge of school processes
- Knowledge of safeguarding issues

Abilities and skills

Essential

- Excellent interpersonal and communication skills, including the ability to relate well to all stakeholders
- Excellent command of written and spoken English
- Excellent organisational and administrative skills, with the ability to remain calm under pressure, and work to tight deadlines, systematic approach to tasks, and attention to details
- Excellent ICT skills, competent and confident ability to enter a range of data on CMIS, competent with database input, and use of a range of Microsoft applications
- Commitment to own professional development
- Commitment to safeguarding and promoting the welfare of children



Thank you for your interest in working at Cleeve School.
For more information, please visit our website and social media channels.

www.cleeveschool.net
Facebook: @CleeveSchool
Twitter: @Cleeve_School
Instagram: @cleeveschool

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