Dear Applicant

Thank you for showing an interest in Cover Supervisor post at Portchester Community School.

We are seeking to appoint an enthusiastic and motivated individual with excellent interpersonal and communication skills to assist departments with all aspects of pupil progress. The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. If you match the description outlined above – then we would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher

Cover Supervisor
Permanent, Full Time - 37 hours per week
Term-time only plus one week (40 weeks)
Grade D, Actual Salary: £25,176 to £27,699 p.a.
Full Time Equivalent Salary: £28,697 to £31,573 p.a.
Closing Date: Tuesday 1 December 2026
Start Date: As soon as possible

We seek an individual with strong communication skills and a flexible approach to supervise classes during staff absence and assist departments with all aspects of pupil progress. The role will include supporting planning and helping pupils to develop personal and communication skills and encouraging good pupil behaviour and work.

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's safeguarding policy.

The ability to work in whole class situations and small groups is a key aspect of this role.

Essential Qualifications Required
Educated to GCSE Level 4 (or above) **OR** work experience deemed to have brought the role holder to a comparable level.
The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. If this describes you then we are interested in hearing from you.

We can offer:
A school that is moving towards outstanding.
A school with a calm and considered environment.
A school that pupils, staff and the community feel proud of.
Effective training and support.
Membership of a strong staff team.
The opportunity for promotion when the occasion arises.

We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

Within the school we also have a resourced provision for physically disabled pupils who are integrated fully into the life of the school, which brings a richness and variety to the curriculum and adds to our extensive after school provision. We are proud of the way we address the needs of all of our pupils.

As a community school we also have a nursery and a pre-school.

If you would like to find out more about the school, then please email Mr. N Cousins Deputy Headteacher n.cousins@portchester.hants.sch.uk

Visits to the school are welcome as well as informal discussions to support and inform your application. Please contact recruitment@portchester.hants.sch.uk

An Application Pack can be downloaded from our website at www.portchester.hants.sch.uk/vacancies or email: recruitment@portchester.hants.sch.uk

Please email your completed application to recruitment@portchester.hants.sch.uk and return the equalities monitoring form in line with the details shown on the form.

Please be aware that a Hampshire County Council application form must be completed, as CVs are not accepted.

Applications will be considered on receipt and suitable candidates invited for interview. We reserve the right to withdraw the advertisement early if the vacancy is filled before the closing date.

Closing Date: Tuesday 1 December 2026

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

DBS filtering guide - GOV.UK

APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.
For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form is it important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.
When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to

monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.
As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.
Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance "Keeping Children Safe in Education", issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school's Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school's Child Protection policy and Safeguarding policies are available on request or on the school's website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the "Pre-employment checklist for Candidates" sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Headteacher: Mr R Carlyle BEd (Hons)
White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD
T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Cover Supervisor	
Salary:	Grade D. Actual Salary: £25,176 to £27,699 p.a. Full Time Equivalent Salary: £28,697 to £31,573 p.a.
Contract Type:	Permanent, 37 hours per week Term-time only plus one week (40 weeks)
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	As soon as possible.
Terms and conditions:	
School statement:	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
School statement:	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.

Information about the recruitment and selection process:	
Closing date for applications	Please email your completed application form to recruitment@portchester.hants.sch.uk by Tuesday 1 December 2026. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk
Interview date:	To be advised.
Employment checks required:	
1	**Fully** completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.

Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, PO16 9BD. Telephone: 023 9236 4399

Cover Supervisor

JOB DESCRIPTION

Responsible to: Assistant Headteacher

The post holder is responsible for ensuring that all school and county child protection policies are adhered to and concerns are raised in accordance with these policies.

1. Teaching, Learning and the Curriculum

To act as cover supervisor within a classroom.

1.1 Collect work from the Subject Leader when required to cover staff absence as directed by the Administrative Support Leader.

1.2 Supervise classes during staff absence.

1.3 Help pupils develop personal and communication skills through social interaction.

1.4 Offer support to Subject Areas other than for cover:

a) To work with small groups of pupils withdrawn from lessons
b) To support planning and assessment
c) To assist departments with administrative duties
d) To assist departments with classroom display

1.5 Assist with CRE activities within a year group.

1.6 Develop work set by teachers to the pupils and ensure their understanding of the task set.

1.7 Assist and develop pupils' understanding of tasks set.

1.8 Plan continuation of extension or plenary work.

1.9 Set cover work as required according to position of scheme of work.

1.10 Provide both accurate and objective feedback to teachers.

2. Monitoring and Evaluation

2.1 Have regular team meetings and as appropriate Line Manager meetings to review practice both inside and outside the classroom.

3. Leading and Managing People and Relationships

3.1 Encourage good pupil behaviour and work.

3.2 Develop good working relationships with pupils and staff.

3.3 Assist Year Leaders in the personal development of learners.

3.4 Promote awareness and offer support to teachers in areas where recognised additional support is required.

4. Managing Resources

4.1 Assist Year Leaders with reports and other associated administration tasks.

4.2 Collect work for excluded pupils and ensure delivery/collection.

4.3 Assist and collate resources to support of included pupils.

5. Improvement

5.1 Assist in devising strategies to deal with Behaviour and learning issues raised at meetings.

5.2 Attend relevant in Inset training.

5.3 Seek to improve working documentation for departmental detention rota.

5.4 Continue personal development.

6. Accountability

6.1 Offer support to the school outside the classroom:

a) Support the duty rota, including break times and lunch
b) Support the invigilation and administration of examinations
c) Support school trips, as appropriate.

6.2 Maintain standards within school:

a) Be familiar with School's Behaviour Policy and Code of Conduct and to act within their remit at all times.
b) Create a happy, safe and secure environment for pupils at all times.

6.3 Supervise pupils in the Internal Exclusion Room.

6.4 Maintain confidentiality.

6.5 Offer support to pupils on emotional, behavioural and personal issues and report to appropriate areas concerned.

6.6 Be aware and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health and safety and security and data protection.

Reviewed: **June 2026**

Review due: **June 2027**

PERSON SPECIFICATION: COVER SUPERVISOR

Quality/Skill	Essential (E) Desirable (D)	Application	Reference	Interview	Task
Qualifications					
GCSE Grade C in English and mathematics (or equivalent)	E	*			
NVQ 3 qualification or higher	D	*			
Skills, knowledge and aptitude					
Able to work as part of a team	E	*	*	*	
Able to maintain effective relationships	E	*	*	*	
Able to maintain confidentiality at all times	E	*	*	*	
Proven organisational ability	E	*	*		
Empathy with pupils and sympathetic to their needs	E	*	*	*	*
Able to work on own initiative	E		*		
Experience of working in a classroom setting	D	*			
Knowledge of Special Educational Needs	D	*	*	*	
Personal Attributes					
Good communication skills and ability to clarify and explain instructions clearly	E	*	*	*	*
Safeguarding					
An awareness of and commitment to safeguarding and promoting the welfare of children	E	*	*	*	
Equality					
An awareness of and commitment to all aspects of equality	E	*	*	*	

* = will be evidenced by application form/reference/ interview/ presentation

Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: **Cover Supervisor**

Manual Handling

The types of manual handling operation involved in this role are *objects.*

These manual handling operations are required on an *infrequent basis.*

The weights involved in these manual handling operations are *up to 6-10kg.*

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform.*

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old. This role also involves working with children and young people with special needs including those with physical disabilities.*

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis. The role is also likely to require behaviour management interventions for which the postholder will be trained*

Work Equipment/Machinery

This role also involves working with computers

Driving

This role may require the postholder to drive *a minibus/their own vehicle for work purposes, on a voluntary basis, following appropriate training if necessary.*

COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges on an occasional basis.*

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.

Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

DBS filtering guide - GOV.UK

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