



Fareham
Academy

Applicant Pack Cover Supervisor

Grade C

Start date: 01 November 2026 or earlier if available

37 hours per week (Term Time Only)
Actual Salary - £22,825 – £23,784
(£26,017 - £27,110 FTE)

www.fareham-academy.co.uk/vacancies

For more information regarding the post please visit our website or email Mrs Payne on g.payne@fareham-academy.co.uk

Closing Date: 30 September 2026

Letter from Headteacher

Dear Applicant,

Thank you for considering joining Fareham Academy. We are a caring and forward-thinking school where academic achievement sits alongside the personal development of every child. Our motto, “Unlocking Potential – Creating Opportunity,” together with our values of Resilience, Aspirations, and Kindness, reflects the ambition we hold for all our students.

Our staff are deeply committed to providing the highest quality education, and we are equally committed to supporting their professional growth. We prioritise development at every stage of a career, ensuring colleagues have the opportunities, training, and guidance they need to progress.

Many of our staff have moved into leadership roles within Fareham Academy and the wider education community, highlighting the strength of our culture and the talent within our team.

We are now seeking the right person to contribute to our school and be part of the exciting journey ahead. I wish you every success with your application.

If you have any questions on the recruitment process, please email g.payne@fareham-academy.co.uk

Please ensure you complete our application form; only applications submitted on the Fareham Academy form will be accepted.

Yours faithfully,

Randall Jull
Headteacher

“Developing transferrable skills such as teamwork, communication, problem solving, and innovation to better prepare students for the constantly changing world.”



Cover Supervisor

Fareham Academy is seeking to appoint a highly motivated and enthusiastic Cover Supervisor to join our dedicated team and play a key role in supporting both staff and students.

This is an excellent opportunity for an individual who is passionate about education and committed to helping young people achieve their full potential. As a Cover Supervisor, you will supervise classes during the short-term absence of teachers, ensuring students remain focused, engaged, and productive in their learning. Lesson materials and cover work will be provided, and wherever possible, we will take your subject specialisms and interests into consideration when allocating cover lessons.

We are looking for someone with excellent communication and interpersonal skills who can build positive relationships with students and staff, maintain high expectations, and contribute to the Academy's culture of learning and achievement.

This role is particularly well suited to individuals considering a future career in teaching, offering valuable first-hand classroom experience. It would also be ideal for those with previous experience working with young people or within an educational setting. While experience in education is desirable, full training and support will be provided for the successful candidate.

Applicants must hold GCSE Grade C/4 or above (or equivalent) in both English and Mathematics.

“A place where staff cultivate a desire for learning and self-improvement.”



Your Opportunity & About the Role

As a Cover Supervisor, you will:

- Deliver clear instructions to classes based on detailed lesson plans and supervise students as they complete the work set.
- Maintain a positive and productive learning environment, promoting high standards of behaviour and engagement.
- Monitor student participation and inform teaching staff of any concerns or instances of non-engagement.
- Provide feedback to teaching staff on students' progress and the effectiveness of the lesson activities.
- Contribute to the evaluation of cover lessons and support continuous improvement across the Academy.
- Support the Academy's behaviour management systems and policies, helping to create a safe and respectful learning environment.
- Play an active role in the wider life of the Academy and contribute to its ongoing development and success.

This is a rewarding opportunity to make a real difference to the educational experience of young people while gaining valuable professional experience within a supportive and ambitious school community.

The successful candidate will:

- Be highly motivated and committed
- Have good numeracy/literacy skills educated to GCSE level standard or equivalent with passes including English & Maths at Grade C or above.
- Be well organised and punctual with a professional attitude to work
- Will work as part of a hard-working, dedicated team
- Be positive, proactive, with a good sense of humour who is willing to work flexibly to meet the changing needs of the school
- Be an active member of school life and actively subscribe to the ethos of the school
- Believe in young people
- Set high expectations of themselves

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement
- A Staff Well-Being Programme
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- A caring and supportive working environment within a vibrant school community
- A personalised CPD programme suited to your requirements
- Private Health Care Programme
- Local Government Pension Scheme (LGPS)

Post Details		Schedule 6				
Department:	Whole School					
Job Title:	Cover Supervisor					
Salary:	Grade C - Hours: 37 hours a week, 40 weeks per year 08:00 – 16:30 Monday to Thursday 08:00 – 16:00 Friday					
Responsible to:	SLT Lead for Teaching & Learning					
<u>Job Purpose Statement</u> To supervise whole classes during the short-term absence of teachers. Cover Supervisors will give instructions for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and to keep students on task. Cover Supervisors will respond to general questions and provide general feedback to teachers, but will not be required to undertake ‘specified work’, such as planning, preparation, delivery, assessment, recording and reporting of achievement, progress and development. When not required for cover, Cover Supervisors will work on Administration tasks. Cover Supervisors will not therefore be subject to a ‘system of supervision’ other than the general supervision applicable to all staff and will act under the professional direction of teachers. <i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>						
Job Description & Person Specification:						
Job Description: Duties & Responsibilities Support for students: - Supervise students engaged in learning activities. - Act as a role model and set high expectations of conduct and behaviour. - Promote the inclusion and acceptance of all students within the classroom. - Keep students on task and respond to general queries.						

Support for Teachers

- Provide objective and accurate feedback to the teacher on the conduct of the lesson.
- Keep appropriate records as agreed with the teacher.
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

Support for the Curriculum

- Support the use of ICT where appropriate.
- Make appropriate use of equipment and resources.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- Support with homework club.
- Administrative duties as required.
- Work some additional hours e.g. Open Days and whole school events, for which time off in lieu will be given, or training days when additional hours will be paid.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with your line manager.
- Exercise a commitment to the school's mission statement and stated ethos including all current school policies.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification:

Qualifications: Good literacy and numeracy skills Good general standard of education

Knowledge and Skills: Understanding of relevant policies/codes of practice/legislation, following appropriate training
Working knowledge of ICT to support learning
Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment, following appropriate training.
Maintenance of confidentiality
Ability to communicate with staff and students in a professional and diplomatic manner
Ability to work effectively as part of a team and independently when required.
Ability to demonstrate tact and sensitivity in contentious situations

Aptitudes: Calm and professional manner
Ability to work under pressure

Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.

Undertake such other duties within the scope of the post as may be requested by your Manager.



Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.



Fareham
Academy

Academy Address

St Anne's Grove
Fareham
Hampshire
PO14 1JJ

Contact Information

Main Office
Tel: 01329 318003
Email: enquiries@fareham-academy.co.uk



@farehamacademy