



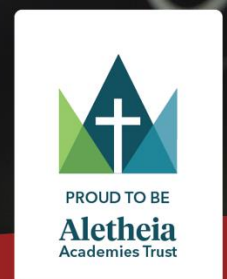
Saint George's
Church of England School

WORKING AT SAINT GEORGE'S C OF E SCHOOL

Join our Team



For Appointment of:
Senior Cover Supervisor





CEO's Welcome

Stephen Carey CEO

Thank you for your interest in the role at Saint George's C of E All Through School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

Aletheia Academies Trust's vision is rooted in a determination to **improve the life chances of local children**. Aletheia has grown with devotion to a principle of geographical proximity; knowing, caring for, and understanding the areas we operate in are important to us. Since our inception, the Trust has adopted an operational model based upon the notion of a family of schools; understanding that like any family member, each school, and each community that it serves, is unique. Schools are encouraged to celebrate and explore this dimension. The role of the Trust is to act in a parental capacity; to ensure that each school is well-supported and individual strengths are shared to improve the outcomes of all; to provide wider experiences to Trust pupils beyond the capabilities of any individual school; to develop and share staff expertise; to provide expert leadership and governance.

Saint George's was one of the founding schools within Aletheia Academies Trust and continues to play a significant part in the development of the organisation. As the only current open provision with a secondary phase, the school has a pivotal role in the co-construction of an all-age learning journey for pupils. The school has excellent staff retention rates and is deservedly proud of the palpable sense of community that stakeholders and visitors encounter and regularly comment upon. The school provides an exemplary model of the highly ethical and inclusive Trust vision and values.

It is these values and principles that make me feel so proud and privileged to serve as the CEO of the Aletheia Academies Trust.

Our Executive Headteacher, Simon Murphy and I look forward to receiving your application.

Saint George's Church of England All Through School



We consider our school to be highly inclusive, welcoming students of all backgrounds and beliefs, unified by our commitment to their well-being and sense of achievement.

Saint George's has developed a reputation as a high achieving school providing excellent outcomes for all students academically and in terms of their personal growth. We have exceptionally high expectations of how our students behave, speak, and present themselves. This is underpinned by our Christian values, our worship and school ethos. Everyone who wishes to learn is welcome.

Our motto **'All Different, All Equal, All Flourishing'** emphasises our Christian belief that the God-given talents of all students should be encouraged and developed, recognising, and valuing their unique worth.

We have had a long-held belief in the potential of an all-through school to further enhance the educational provision on our site. We are delighted that this vision has now become a reality for Saint George's. A shared philosophy ensures that there is greater consistency around expectations, ethos and pedagogy which eliminates any unsettling transition between the primary and secondary phases. We facilitate teachers working together in the primary and secondary phases which raises aspirations still further and ensures that children are not able to fall through the gaps. Our primary pupils benefit from having specialist subject staff available and economies of scale allow greater spending on teaching and learning and the sharing of specialist and enhanced facilities for all pupils.

At Saint George's, we strive for all students to have learnt new skills, to have developed their talents and with this, a love of learning; making them confident, articulate, sensitive and caring citizens for the future.



"Visitors most often comment upon the profound sense of community within the school."



Diocese of
Rochester

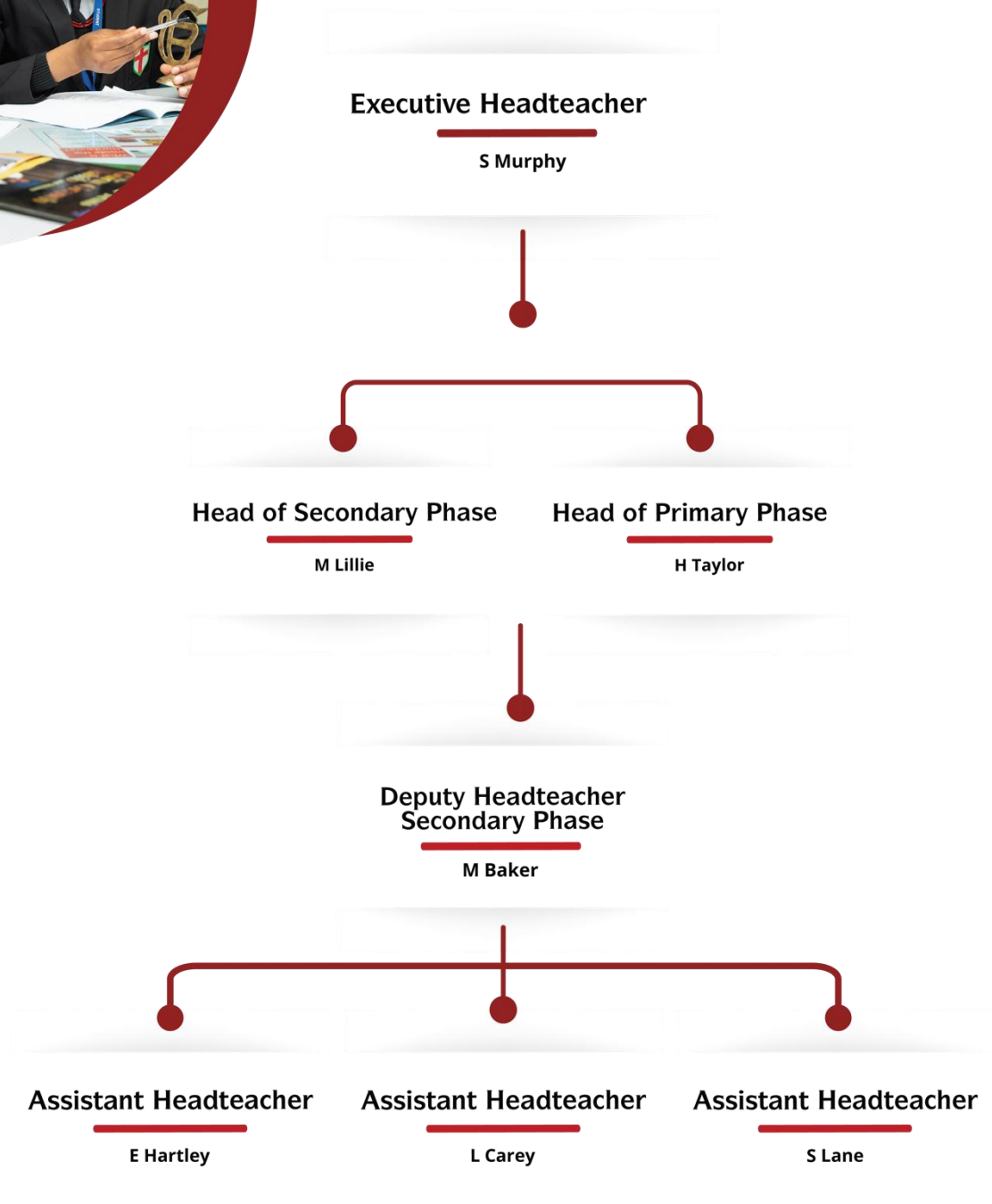
SIAMS INSPECTION 2019



EXCELLENT

Ofsted
Good
Provider

School Structure



Job Description

Job Title	Senior Cover Supervisor
Location	Gravesend, Kent
Duration	Permanent – 39 weeks per year
Work Hours	32.5 hours per week
Reporting to	Leadership Support Officer
Salary	Kent Range 7
Pension	Local Government Pension Scheme



About the Role

Purpose: To coordinate and distribute cover work for planned and unplanned absences across KS3 and KS4, ensuring the smooth and effective operation of cover arrangements. The Senior Cover Supervisor will also supervise classes as required, lead a team of Cover Supervisors, and support school-wide initiatives to maintain an effective learning environment.

Key Duties & Responsibilities

- ✔ **Coordinate Cover Arrangements:** Distributing pre-prepared work to Cover Supervisors and/or supply teachers.
- ✔ **Co-ordination of cover resources** including laptops, IT resources and additional resources as required.
- ✔ **Team Leadership:** Oversee and support the team of Cover Supervisors, including providing guidance, training, and performance feedback to ensure consistent classroom management and lesson facilitation.
- ✔ **Planning:** Assist the Leadership Support Officer to organise and update cover schedules, including during busy periods like exams, events or staff training days.
- ✔ **Supervise Lessons:** Supervise pre-prepared activities and self-directed learning in the absence of teachers, maintaining good behaviour and ensuring learning objectives are achieved.
- ✔ **Support Learning:** Provide intervention for individuals or small groups where necessary to ensure understanding and completion of set tasks.
- ✔ **Behaviour Management:** Manage classroom behaviour effectively in line with school policies to create a productive learning environment.
- ✔ **Report Back:** Ensure completed work is collected and feedback is provided to relevant teachers, including incidents of student behaviour and engagement.
- ✔ **Resource Preparation:** Ensure lesson resources for cover classes are organised and accessible for Cover Supervisors and supply teachers.
- ✔ **Compliance:** Assist with monitoring compliance for safeguarding and health and safety procedures related to cover arrangements and supervision.



Individuals in this role may also undertake some or all of the following:

- 🛡️ **Training and Development:** Support the professional development of the Cover Supervisor team through mentoring and arranging training opportunities.
- 🛡️ **Exam Invigilation:** Participate in exam invigilation when required, including coordinating the deployment of Cover Supervisors to ensure examinations run smoothly.
- 🛡️ **Support School Activities:** Provide cover and supervision during school events, assemblies, and off-site trips as required.

Additional Notes

The role requires flexibility and resilience, with an emphasis on maintaining high standards of cover provision across the school. The Senior Cover Supervisor will play a pivotal role in ensuring that teaching and learning continue seamlessly in the absence of regular teaching staff.



Essential Criteria:

- Proven experience in a Cover Supervisor role or similar educational setting.
- Strong organisational skills with the ability to manage staff cover and multitask effectively.
- Demonstrable experience of working with students aged 11-18, supporting learning, and managing behaviour.
- Effective leadership and team management skills, including experience mentoring or supervising colleagues.
- Excellent interpersonal and communication skills to liaise effectively with staff at all levels.
- Proficiency in using IT systems for planning, record-keeping, and communication (e.g., MIS software, email, Excel).
- Ability to remain calm under pressure, solve problems, and respond to unexpected situations.

Desirable Criteria:

- Experience coordinating cover arrangements in a school or education environment.
- Training in safeguarding, behaviour management, or other relevant school-based procedures.
- Understanding of KS3 and KS4 curriculum to facilitate and support student learning effectively.

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheiastrust.org.uk

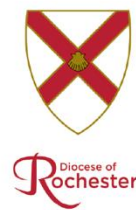
01474 533 082

To apply for this role, please visit MyNewTerm



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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