HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

COVER SUPERVISOR
with a focus on PE

APPLICANT PACK
OCTOBER 2026

INTRODUCTION

Dear Candidate,

The vision for Hartford Church of England High School is that we will provide an exceptional, inclusive and aspirational education rooted in a shared set of Christian values that radiate the love and truth of Jesus. We will nurture, embrace and promote the God-given talents of our students both within and beyond the classroom. Growing in wisdom, our children will develop into thankful young people who will make a substantial contribution to the world. As a flourishing community, we will bring out the best in one another on a daily basis by being Happy, Achieving, Ready and Together.

And whatever we do, whether in word or deed, we do it all in the name of theLord Jesus, giving thanks to God the Father through him. (Colossians Ch3, v11b -17)

We are delighted to welcome applications for the permanent role of Cover Supervisor at Hartford Church of England High School. Our school is a great place to work! Our most recent Ofsted inspection in June 2023, demonstrated that we were a good and improving school and since that time our school has gone from strength to strength! We have brilliant students, talented and committed staff and supportive parents and are fully committed to making Hartford Church of England High School an exceptional place to learn and work.

We are now seeking to appoint a Cover Supervisor to supervise whole classes during the short-term absence of teachers, delivering pre-prepared lesson materials, providing clear instructions and ensuring that students remain engaged, on task and working in a positive learning environment.

We are particularly keen to attract candidates with an interest in Physical Education (PE), who would enjoy supporting the PE department through the delivery of PE lessons, assisting with departmental duties and contributing to the wider sporting life of the school. Experience or an enthusiasm for sport and physical activity would be advantageous.

This is an excellent opportunity to gain experience in a school setting, particularly for graduates, aspiring teachers or anyone who is considering a future career in education. The successful candidate will work with students across Key Stages 3 and 4 and will also support individual students with learning and pastoral needs, alongside carrying out administrative and organisational tasks as needed.

Part of our drive towards continuous improvement has been through the development of our Associate Staff team, who are highly valued and integral to the successful operation of our school. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school – working in collaboration our staff teams are making the school a superb and vibrant community of which to be a part.

Our school is blessed with exceptional facilities across a large site, including a number of state of the art sporting facilities.

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Hartford Church of England High School is an extremely popular choice for families within the Northwich area and beyond, with a growing reputation for our ethos and excellence. We are privileged to educate students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

Our school is at the centre of the community in Hartford, and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas). All members of our school community – students, staff, parents and governors – are expected to live out our values in their daily interactions and behaviours in school. If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible experience of school then we want to hear from you!

If you are considering applying to be our Cover Supervisor you are more than welcome to come and visit the school to find out more about the role and see all our fantastic students and staff, plus our facilities, first hand. Should you wish to do so please contact Sara Morris, Business Manager – Personnel by email - sara.morris@hartfordhigh.co.uk - who will be more than happy to arrange this for you.

Should you choose to apply for the role of Cover Supervisor, I look forward to receiving your application and welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill
Headteacher

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KEY INFORMATION

Job role: Cover Supervisor with particular focus on PE

Starting Date: As soon as possible

Salary: Grade 5 SCP 6 - SCP11 £26,847 - £29,071 per annum (actual salary payable £23,164 - £25,084 per annum)

Contract Details: 37 hours per week (8am - 4pm Monday - Thursday and 8am - 3:30pm Friday), 39 weeks (38 weeks + 5 INSET days)

Closing Date: 9am on Friday 6th November 2026
(we reserve the right to close this vacancy early if required)

Interviews: To be confirmed

How to Apply: Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk.

Benefits:
For the successful candidate we offer a range of benefits to colleagues including:

- Membership of the Local Government Pension Scheme
- An Employee Assistance Programme with a helpline providing support and advice on personal and professional issues
- Working Rewards providing discounts and offers at all the major retailers as well as access to salary sacrifice schemes
- Access to an on-site fully equipped gym
- Staff events and sporting activities to support the school family system
- Optional staff collective worship
- Daily free tea and coffee as well as other refreshments throughout the school year
- Ample free staff parking including E/V charging points

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JOB DESCRIPTION

Cover Supervisor with particular focus on PE

Grade 5 SCP 6—SCP 11

The role of a Cover Supervisor at Hartford Church of England High School is to contribute to raising standards of achievement and attainment through supporting and embracing the ethos of the school. The Cover Supervisor will play a pivotal role in maintaining continuity of learning by providing effective lesson management and ensuring pre-set work is completed.

Cover Supervisors at Hartford Church of England High School will be highly motivated and innovative with an ability to enthuse, motivate and inspire young people. This position offers an excellent opportunity for individuals who are passionate about education and in particular PE, and who wish to contribute to the school's commitment to providing high quality learning experiences for all students.

Main Responsibilities

Cover Supervisors will:

- Undertake classroom supervision in the absence of teaching staff
- Ensure a positive and productive learning environment, promoting good behaviour and engagement, while following the school's behaviour policy
- Work with students and classes across various subjects, ensuring students complete pre-set work to a high standard
- Where possible the postholder will be deployed to cover PE lessons and support the PE department. When not required to cover lessons, the postholder will be expected to work alongside PE staff, assisting in lessons, setting up and sorting equipment, washing and organising PE kit, preparing kit bags and equipment for fixtures and supporting the day-to-day running of the department and extra-curricular programme.
- Ensure registers, class and student records are maintained
- Liaise with subject teachers, providing any relevant feedback to departments relating to student progress and behaviour
- Assist with the preparation of teaching materials and displays
- Assist with form time duties

Other Responsibilities

Cover Supervisors will contribute to the wider running of the school. They will:

- Play a full part in the life of the school community, supporting the Christian distinctiveness of the school, and contributing to the school's vision, values and ethos in and out of the classroom
- Support the school in meeting its legal requirements for worship
- Be a positive and professional role model for all students and staff

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- Know, understand and follow whole school policies and apply them consistently, including those relating to safeguarding and well-being, in accordance with statutory provisions and school policy
- Ensure any concerns regarding students' welfare and safeguarding are communicated to the relevant senior member of staff and understand that safeguarding is the responsibility of all staff
- Participate in staff development and training and undertake safeguarding training.
- Attend regular school meetings within the directed time budget
- Carry out supervision duties as directed through the school duty rota
- Liaise effectively with parents, carers and other stakeholders
- Where required, attend school events and activities as appropriate to the role of Cover Supervisor, for example Parents' Evenings and Open Evening
- Undertake tasks, including exam invigilation and deputising for other support staff, as determined by the Headteacher

Additional Responsibilities

- Attend all meetings as requested by the Headteacher or Assistant Headteacher—Teaching & Leaning in relation to the role.
- Additionally undertake:
  - Fire marshall and first aid duties where applicable
  - Duties during the working day
  - All professional development as required for the role.
  - Full participation in the performance management and appraisal process
- Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by their Line Manager from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Hartford Church of England High School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the school on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our Church of England ethos and Christian distinctiveness.

Responsible to:

- Director of Learning – Teacher Development

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PERSON SPECIFICATION

	Essential	Desirable	Evidence
Qualifications	5 GCSEs at Grade 4 and above including English & Maths (or equivalent)	Experience of working in a secondary school environment Experience of working with or caring for children of high school age Strong track record of one's own continuing professional development PE related qualifications	Application Certificates
Special Aptitudes	Excellent use of IT in education Ability to generate enthusiasm for learning in general Ability to plan, organise, review and adapt Ability to manage classroom activities and learning environment Enthusiasm for Sport Willingness to contribute to extra-curricular activities	Knowledge of and ability to use, a range of behaviour management strategies	Application References Interview
Interpersonal Skills	Fully committed to the Christian ethos of the school Inspirational Ability to forgive and move on Ability to challenge and support students and staff Excellent spoken and written communication skills High expectations Commitment to school improvement Team worker Independent worker Resilient under pressure Excellent attendance Flexible		Application References Interview

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OUR SCHOOL VALUES

H
HAPPY

Showing respect to one another. Looking after our mental and physical wellbeing.

A
ACHIEVING

Working towards our goals, both academic and extra-curricular. Showing resilience and not being afraid to fail.

R
READY

Being punctual, equipped and ready to learn every day. Wearing our uniform with pride.

T
TOGETHER

Working together in all things - building a school family characterised by tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16

CARITAS ET VERITAS

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