



Bryn Elia

Recruitment Pack

Temporary Cover

Supervisor

Achievement for All
Llwyddiant i Bawb

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Dear Applicant,

Temporary COVER SUPERVISOR - Term-Time Only plus five training days

This post will be paid on GO4 Pt 8 £20,273 (FTE £26, 842)

Start Date: September 1st 2026

End Date: July 23rd 2027

Hours of work are: 8.15am – 3.15pm (half hour lunch break, unpaid)

Total hours per week: 32.5 hours

Weekly working days will be Monday to Friday.

This role is to cover absent teachers when they are out of school. Work and instructions will be left for the Cover Supervisor to execute.

We are looking for candidates who are team players, who can foster excellent relationships with staff and learners. The ability to follow instructions is instrumental, as is the ability to follow school policies and procedures.

The successful candidate will need to demonstrate that they are able to deal with both exemplary and challenging behaviours.

Level 2 or equivalent/higher is required for this post in both ENGLISH and MATHS.

A period of induction will be part of this role.

Other important attributes:

- A good communicator
- Ability to think on your feet
- Ability to cope with stressful situations
- Ability to adapt to last minute changes
- A well organised person
- Excellent work ethic
- Someone who is prepared to lead by example

Applications will need to be submitted to Gemma Parry, along with a full letter of application, CV and completed recruitment monitoring form by noon on 13th April 2026. Applications from internal candidates for secondment will be considered.



Mrs L. Hastings
Headteacher

Where is Ysgol Bryn Elian Based?

The school is located in the heart of the North Wales coast in Old Colwyn, Colwyn Bay in the beautiful county of Conwy. We are an English medium school who very much value the Welsh language and culture.

We have excellent road and rail links and are easily accessible from the cities of Chester, Manchester or Liverpool.

Although we have six cluster schools who feed into Ysgol Bryn Elian, the reality is that our learners come to us from in excess of 25 primary schools, which is why we are oversubscribed. We value our learners and the communities where they live very much. The support of our parent body is very important to us.

Teaching and learning is a constant priority for us as a school and we firmly believe in researching pedagogical practices and the science of teaching to inform all that we do.

We have an active School Council who drive forward the learner agenda. Our Eco-Committee have also recently been successful in the renewal of the Eco-School's Green Flag Platinum Award – something the committee and the school are very proud of.

School Building & Resources

The school was built to open in 1976 on top of a hill with very impressive far reaching views of the hills and out to the open sea. As a school we are always trying to find ways to improve the school's facilities and, over recent years, we have managed to enable:

- The upgrading of tiered seating and redecoration of the school's theatre
- The refurbishment of a further Science laboratory
- The refurnishing of the Staff Room area
- Decoration of key main corridors and classrooms to include new furniture
- Submission of a Grant for a £240,000 replacement of AstroTurf pitch to state-of-the-art 3G pitch
- Construction of a new multi-use games area.

In addition to these exciting projects, Ysgol Bryn Elian is well equipped to cater for all the academic, creative and sporting needs of our students. We have a range of modern educational facilities to include:

- An impressive and well-resourced Sports Hall
- Large attractive campus on the edge of open fields
- All-weather sports pitches and tennis courts
- An eco-garden
- A fully equipped theatre to enable full-scale theatrical productions
- All departments have access to class electronic devices such as laptops or Chromebooks
- All classes have whiteboards and projectors and many have interactive T.V.s
- Design and technology suites with state-of-the-art equipment
- A bright and cheerful reading environment in our Library
- Forest School and links with the National Trust.



Job Description

Post Title: Temporary Cover Supervisor

- To work under the guidance of teaching and/or members of the school leadership team and within an agreed system of supervision.
- To support individuals and groups of learners to enable access to learning. This could include those requiring detailed and specialist knowledge in particular areas.
- To contribute to the teacher's planning cycle to ensure all learners have equal access to learning.
- To occasionally supervise whole classes during the shortterm absence of a teacher. The main focus of such cover will be to respond to questions, assist learners to undertake set activities and stay on task and maintain order.

Main (Core) Duties

Support for Learners

- Use specialist [curricular/learning] skills/training/experience to support learners.
- Assist with the development and implementation of IDPs and IBPs.
- Establish purposeful working relationships with learners and engender high expectations.
- Promote the inclusion and acceptance of all learners within the classroom.
- Attend to learners' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid, toileting, feeding and mobility.
- Following training, administer medication in accordance with the procedures for LEA and school policies.
- Support learners consistently while recognising and responding to their individual needs.
- Encourage learners to interact and work co-operatively with others.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide effective feedback to learners in relation to programmes and recognise and reward achievement, including behaviour and attendance.
- Support for learners with additional learning needs.

Support for learners when supervising classes in the absence of the teacher

- To invigilate internal and external examinations when required.
- To register and record student attendance in lessons.
- To instruct students regarding the work left by their teacher.
- To provide students with the necessary resources for their learning.
- To ensure orderly entrance and exit of classrooms.
- To create a calm and purposeful environment in which learners can complete work set by the classroom teacher.
- To follow school systems and procedures on behaviour management.
- To manage resources effectively and ensure classrooms are left tidy and ready for the next lesson.
- To collect any completed work after the lesson and return it to the appropriate teacher.

- To liaise with teacher[s] about cover work.

Support for the Teacher

- Work with the teacher to create a purposeful, orderly and supportive learning environment.
- Work with the teacher in lesson planning, evaluation and adjusting lessons/work plans as appropriate.
- Monitor and evaluate learners' responses to learning activities through observation and the recording of achievement against pre-determined learning objectives.
- Provide general clerical/administrative support, e.g. administer coursework, produce worksheets for agreed activities.
- Provide the teacher as requested with oral and written feedback on learners' progress and achievement.
- As agreed with the teacher, be responsible for keeping and updating records. As requested, contribute to the review of school record-keeping systems.

Support for the Curriculum

- Implement agreed learning activities and teaching programmes.
- Implement programmes linked to local learning strategies, e.g. literacy, numeracy, ICT.
- Make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of ICT in learning activities and develop learners' competence and independence in its use.
- Help learners to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Support for the Curriculum when supervising classes in the absence of a teacher.
- To collate a bank of supervision work in liaison with the relevant members of the teaching staff.

Support for the School

- Be aware of and comply with policies and procedures relating to inclusion, behaviour, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school, including Cwricwlwm Cymreig.
- Establish purposeful relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress for learners.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of other support staff as appropriate.
- Undertake planned supervision of learners' out-of-school-hours learning activities under teacher direction.
- Supervise learners on visits, trips and out-of-school activities as required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Employees are expected to dress and behave in a way compatible with their duties and responsibilities, thereby ensuring that they can insist on high standards of dress and behaviour from learners.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Reporting to: Head of Department

Responsible for: The provision of a full learning experience and support for learners.

Liaising with: Head/Deputy, teaching/support staff, LEA representatives, external agencies and parents, as appropriate.

Working Time: Full Time, 1 September 2026 - 23rd July 2027

Salary/Grade: Main Scale (if TLR is applicable, see separate Job Description)

Disclosure level: Enhanced

Person Specification

Post Title: Cover Supervisor

Method of Assessment: A = Application / I = Interview / R = References / L = Supporting Letter / C = Certificates

		Essential	Desirable	Assessed
Knowledge, Skills & Qualifications	Qualifications - Degree		▪	A
	Numeracy and literacy skills qualifications to Level 2, or equivalent/higher.	▪		A/I
	Training or experience in teaching strategies		▪	A/I
	Experience in pupil behaviour management		▪	A/I
	Clear sense of how to deal with pastoral issues	▪		I
	Experience in administrative support		¥	I
Working with others	Working with children	▪		I
	Ability to work well with adults	▪		I
Communication	Good spoken communication	▪		I

Overarching Statements

Ysgol Bryn Elian is a school committed to safeguarding in all its guises and places an expectation on all involved in the Bryn Elian community to share this commitment. Teaching staff at Ysgol Bryn Elian undertake their job specifications with due regard to the National Standards for Qualified Teachers and the STPCD.

This document covers the responsibilities of all classroom teachers.

Pastoral System Organisation

Each year group at Ysgol Bryn Elian have a Pastoral Progress Leader, who are teachers leading the pastoral system for each year group. They are assisted by full time Learning Mentors who are non-teachers and therefore have no timetable commitments.

In addition, we have an Education Welfare Officer and an Attendance Support Worker who work with our learners.



In addition to the County Council's school-based counsellors we employ our own counsellor to help and support our learners.

All of our pastoral teams are Mental Health First Aid trained.

The Sixth Form is led by the Director of Sixth Form studies she is assisted by a Learning Coach.

How to Apply

Deadline for applications: Noon 13/04/26

Interview date: 30/04/26

Vacancy published on: 05/03/26

Start date: 01/09/26

End date: 23/07/27

Contact: Gemma Parry

Telephone: 01492 518215

Please apply using the application form accompanying this pack, along with an accompanying letter of application.

Please return forms via email to ParryG128@ysgolbrynelian.cymru or by post to:

Gemma Parry
Ysgol Bryn Elian
Windsor Drive
Old Colwyn
LL29 8HU

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