Caring | Inclusive | Ambitious

Testwood School

# Recruitment Information

## Cover Supervisor (with an interest in PE)

Part-time 31.5 hours per week, term time only (39 weeks)

Grade D post £28,697  FTE Actual Salary £20,898

Permanent

Required From: November 2026

Application Deadline: Monday 2nd November 12pm
Interview dates: TBC

**Company Registration Number: 7703800**
**Name of the Academy Trust: Testwood School**
**Data Protection Registration No. Z5506335**
**Registered Address: Testwood School, Testwood Lane, Totton, Southampton, Hampshire, SO40 3ZW**
**For more details, visit www.testwoodschool.co.uk**

# Welcome
## To Testwood School

**Testwood School has been educating the young people of our community since 1946.**

We are a mid-size 11-16 comprehensive school located in Totton. We aim to nurture our young people to become respectful, resilient and proud to take responsibility in our community. We aim to do this by aiming to consistently act in accordance with our core values of being **Caring, Inclusive and Ambitious.**

We are proud of our good reputation in the community and many of our students are not the first generation to attend Testwood. Some even claim to be fourth generation Testwood!

We are proud of our traditions, such as our House system, but we also embrace change, seek to learn from best practice elsewhere, and prioritise the professional development of our staff. We do this not just to improve our effectiveness as a school, but also because we recognise that learning and development are as important to staff as they are to our students here at Testwood School.

We are proud that our staff culture is open, collaborative and supportive. If you too want the very best for young people, recognise that this can be challenging at times, are prepared to work hard, and would like to be a part of our school community then I would encourage you to apply to join us.

**Tim Webber**
Headteacher, Testwood School

# Cover Supervisor - Job Description

**Testwood School is a great place to work and develop as a teacher. It has a strong sense of community where students are at the heart of what we do.”**

We are delighted to be seeking an enthusiastic cover supervisor to join our team. We are specifically interested in candidates who has an interest in PE as a specialist PE cover supervisor although they would be expected to cover other subjects too. You will join a small but enthusiastic team of dedicated cover teachers to support absent colleagues across the school.

The applicant will be expected to supervise whole single classes of students under the direction of a teacher during the short-term absence of a class teacher.

This is an ideal opportunity for a confident, flexible, well-organised person who is considering a career in teaching. The role may suit someone looking to gain classroom experience before applying for a PGCE or SCITT placement. This would be appropriate for anyone specifically looking for experience in teaching PE but would not solely be expected to do this.

The ideal candidate will have good communication skills, as you will have to liaise between the school office, class teachers and students. You will be required to ensure all work set is completed to a high standard.

The successful candidate will:

- Have the ability to work on their own initiative.
- Educated to GCSE level in English & Maths.
- Good communication skills and ability to clarify and explain instructions clearly.
- Keen to learn and develop professionally.

Previous experience of work in a similar role would be an advantage, but not essential.

**Please send your completed application form to Jayne Baker, Headteacher’s PA at: jbaker@testwoodschool.co.uk**

**Testwood School have a wealth of wellbeing and welfare initiatives to ensure our staff thrive and enjoy the working life”**

# Person Specification – Cover Supervisor

*E = Essential, D = Desirable

| Criteria / Standard | E/D | Source of Evidence |
|---|---|---|
| **Qualifications** | | |
| Level 2 / GCSE qualifications in English and Mathematics at Grade 4/C or above (or equivalent). | E | Application |
| Degree or relevant Level 3/4 qualification (desirable, particularly if aspiring to enter teacher training). | D | Application |
| Evidence of focused professional development within a school setting | D | Application/Interview |
| **Experience** | | |
| Experience working with young people aged 11–16 (or 11–18) in an educational, youth work, coaching, or childcare setting. | E | Application |
| Experience maintaining a structured environment and managing group behavior effectively. | E | Application/Interview |
| Demonstrated experience using standard IT software (e.g., Microsoft Office, Google Workspace, classroom management platforms, or school information databases like SIMS/Arbor). | E | Application/Interview |
| Previous experience as a Cover Supervisor, Teaching Assistant, or Higher Level Teaching Assistant (HLTA) in a secondary school setting (desirable). | D | Application/Interview |
| Willingness to learn, develop and share skills | E | Application/Interview |
| High expectations of all students | E | Interview |
| Ability to think on your feet and independently | E | Interview |

# Testwood School Senior Team: Why work with us?

**I have worked in 8 schools during my career, and this is my favourite by some distance. We are indebted to those who have worked at Testwood before us for creating such a good reputation and solid foundations on which to build. We have high standards to live up to and we expect everyone at Testwood to improve the school so that we hand it over to our successors as an even stronger school than we found it."**

**Tim Webber**
Headteacher

**I consider myself lucky to have worked at Testwood since 2005. No two days are the same and it is a real pleasure to come to work every day. Working with young people is a privilege and we are lucky to be in the position to be able to make a difference."**

**Phil Ward**
Deputy Headteacher for Student Welfare

**I joined Testwood in 2023, I am excited to be part of the changes that we are making with our curriculum and offer at KS4, with both academic and vocational qualifications. We want to ensure that our students leave us well prepared to meet the challenges of their next steps and become valuable members of the Totton community."**

**Becky Magee**
Deputy Headteacher for Student Learning and Performance

**Testwood School lives through its core values of Caring, Inclusive and Ambitious. I am proud of the enrichment opportunities that Testwood provides for its students, including a variety of exciting trips, clubs and leadership responsibilities. I feel very fortunate to be part of Testwood School.**

**Melissa Holmes**
Assistant Headteacher for Student Belonging

**Testwood School is a community with a strong bond between staff, students and parents. This has made it a special place to work since I joined in 2009. I feel privileged to be part of such a supportive environment where I have had the opportunity to work with so many talented teachers."**

**Nick Gilbert**
Assistant Headteacher for Staff Learning and Performance

**Being the CFO at Testwood School allows me to combine strategic financial leadership with a meaningful mission. I find it rewarding to see how thoughtful budgeting directly impacts learning and opportunity. Knowing my work helps sustain a a thriving school community makes the role especially fulfilling. Testwood is an inclusive and supportive place to work and I feel very privileged to be part of the Testwood Family.**

**Caroline Cates**
Chief Financial Officer

**Having worked here for 17 years, I feel that Testwood is the place for me. The staff are brilliant; committed, hardworking and with a great sense of humour. We are a collaborative team, working so closely together and always supporting each other and we would be delighted for you to join our Testwood Family."**

**Jools Housham**
Assistant Headteacher for Staff Welfare and Belonging

# Testwood School: What Our Staff Say

**Testwood is an incredibly inclusive, welcoming and inspiring school to work in. I feel incredibly privileged to be part of a community that holds children and education at its core. Staff are treated with the utmost respect and I value the support and guidance given from my colleagues. We take huge pride in what we do for our students and the sense of community can be felt throughout the school. I come to work in the morning knowing that I am going to make a difference today."**

**Rachel White**
Curriculum Leader for Media Studies & Attendance Support

**I thoroughly enjoy working at Testwood School and that is due to the brilliant staff and students. I feel very supported and work so closely with my team, it makes the day so much brighter. I know that our senior staff will always be there to support me and if I have any concern, they will always listen."**

**Libby Pope**
Attendance Officer

**I really do love my school and fully enjoy teaching Mathematics to my students. I find my colleagues to be very approachable, having an 'open door policy', and committed to doing the best for our students. I feel safe in the guidance and decision-making of our Senior Leadership Team and I am comfortable to approach them with concerns or raising alternative opinions. Our staff are very welcoming and open and I am privileged being part of a growing team making those marginal gains for all our students."**

**Ashley Terblanche**
Curriculum Leader for Maths

# Testwood School: Why work for us?

Nestled on the scenic edge of the New Forest in Hampshire, Totton is a charming town offering the perfect blend of natural beauty and urban convenience. Boasting outstanding transport links, it features its own railway station with direct routes to London, easy access to major motorways, and excellent local bus services.

With an appealing average house price of around £340,000, Totton is a fantastic, accessible place to call home. Residents enjoy a vibrant lifestyle with diverse local activities, from discovering the historic Eling Tide Mill and catching a show at Hanger Farm Arts Centre, to exploring nearby family favorites like Paultons Park and the stunning walking trails of the New Forest.

Our staff are important to us. We strive to support them in all ways possible. We offer the following:

- Personalised Professional Development Programme
- Dedicated Staff Welfare Support
- Additional paid lunchtime duties for all staff
- Free onsite parking and daily staff refreshments
- Cycle to Work Scheme
- Maternity Support Scheme
- Tax free Childcare Vouchers
- Engagement in Tech Scheme

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# Testwood School: What Our Students Say

**It is such a caring and positive environment. The teachers are encouraging and help you, whilst still letting your work be authentic and genuine to my visions.”**

Year 10 Student

**At Testwood, there are so many opportunities and so many subjects that I love. There are so many great things about the school and all the teachers are really nice.”**

Year 7 Student

**The staff find so many incredible opportunities for us to learn. They really care about us and our futures.”**

Year 10 Student

# Additional Application Information

## Safer Recruitment

Testwood School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

## Data Protection Act 1998

You should be aware that the information you have provided will be stored on our Testwood Secure Database and will only be used to process your application. It will not be passed on to any other person or organisation.

## Privacy Notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for one year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the School's website for further details on their privacy notice and data protection policy. You can contact the School's Data Protection Officer if you have a concern about the way they collect or use your data.

All successful candidates are subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Please visit our website www.testwoodschool.co.uk for further information

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