



Applicant Information Pack

Cover Supervisor

**32.5 hours per week, term time (+5 days),
temporary position.**

Start date : March 2026

Salary details : GO4



Headteacher's Welcome

I would firstly like to thank you for your interest in the post of Cover Supervisor at Ysgol Aberconwy. The purpose of this information pack is to help you get to know more about our school and help you to decide if this is the right post for you.

Ysgol Aberconwy is a school that puts learning and individual achievement at the heart of everything it does. We want every pupil to succeed; to achieve their full potential, be prepared for the future and become confident, thoughtful young people so they leave us ready for the challenges of an exciting and increasingly competitive world. This philosophy also extends to the school's staff – we seek to be a learning organisation that focuses on the development of each individual within it through coaching, challenge and support.

Situated in a spectacular location on the Conwy estuary, the school boasts a modern, well maintained and well equipped environment. Whilst the school's ethos is based on traditional values of respect, responsibility and community spirit, students experience the very latest technology and teaching methods in the classroom.

Here at Ysgol Aberconwy we have the highest expectations of all our pupils in all areas of school life. Academic standards are important to us and we expect all pupils to achieve the very best. We also have the highest expectations of our pupils when it comes to behaviour, attendance, punctuality and uniform.

The pastoral system at Ysgol Aberconwy is extensive and innovative. Each year group has a full time non-teaching Guidance Mentor. Working from a key stage base these mentors are available throughout the day to respond to pupils' concerns and to provide a direct contact point for parents. This, along with our specialist resource centre for ALN pupils ensures that all pupils feel secure and supported at school.

We have a flourishing extra-curricular programme. This includes a full range of sporting activities in the school's state of the art facilities as well as music concerts and drama productions. The school owns its own field centre in the hills above Abergwyngregyn and has an extensive outdoor activities programme.

We are also proud of our Welsh tradition and heritage. The school encourages the use of the Welsh language in lessons and beyond, and we are developing the provision of some subjects through the medium of Welsh for those who want it.

We are very fortunate to have a dedicated and highly professional team of teachers and support staff who expect the very highest standards from all our staff and pupils, whilst our strong school systems ensure that everyone learn in a safe and friendly environment where teachers teach and learners learn.

Ysgol Aberconwy is a great place to work. It is focused on teaching and learning and dedicated to the well-being of our learners. We have the highest expectations of all who work here and therefore, we are only looking for the finest staff to work with our pupils. We know that our school can only be as good as the staff within it. If you would like to see for yourself why we believe Ysgol Aberconwy is a great school in which to work, then please contact us for a visit.

Ian Gerrard



Additional Information about the school

During their visit to the school in November 2025, ESTYN report that:

- Many pupils behave well in lessons.
 - Many teachers establish purposeful working relationships with pupils.
 - In many lessons, pupils engage well and respond to staff expectations.
 - At Key Stage 4 and in the sixth form, the curriculum is broad and well-balanced.
 - Pupils value the wide range of trips and visits, which contribute to their strong connection with, and respect for, their school.
 - Ysgol Aberconwy is a caring and inclusive community where pupils feel safe, valued and respected.
 - Relationships between staff and pupils are supportive.
 - Many pupils behave well around the school.
 - Pupils benefit from meaningful opportunities to develop their awareness of diversity.
 - Diversity is celebrated throughout the school.
 - Pupils are proud to be part of their school community.
 - The school offers a wide range of extra-curricular clubs, which are well attended.
 - The school provides a range of supportive environments where pupils feel nurtured.
 - The learning resource bases provide calm, supportive environments that promote security and emotional regulation.
 - Strong relationships between staff and pupils characterise the learning environments in these bases.
 - Pastoral staff respond appropriately to concerns, including incidents of bullying.
 - Pupils receive impartial advice that helps them make informed decisions.
 - The headteacher provides thoughtful leadership with inclusion and well-being at the heart of his vision.
 - The school's mission and values are well understood and embraced by pupils, staff and governors.
 - The school places a strong emphasis on local identity ('Cynefin').
 - Leaders promote the advantages of learning the Welsh language well.
 - Many pupils have positive attitudes towards learning Welsh.
 - Leaders have a clear vision for developing pupil leadership.
 - There are meaningful opportunities for pupils to take responsibility.
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Information about the local area

Conwy Town and Area

Conwy is a town rich in history, with much of it still preserved within the walls and traditional structures of its buildings. In the heart of it is the mighty 13th-century castle, whose walls encapsulate this remarkable medieval town.

Surrounded by the beautiful Welsh countryside and watched over by the mighty mountains of Snowdonia, it's a beautiful place to visit or to live. The Quay is host to a number of amenities and is a particularly stunning place to visit during the warm summer months. Whether you'd prefer to enjoy the hospitality of local restaurants, take an exciting boat tour around the coastal area or hike upon the many surrounding mountains – it's all possible in and around the historical town of Conwy.

Conwy offers a whole host of places to eat and drink. Fine dining restaurants, traditional pubs and snug cafes can be found throughout the town. It's also host to a number of hotels and B&Bs – many of which are incredibly close to the castle itself. With its traditional and quaint appearance, you may be fooled into thinking that this town is hard to access. It's just over an hour's drive from two major airports – Liverpool and Manchester – and easily accessible by train. It's also worth exploring further afield in the rest of Conwy County which includes equally impressive coastal towns.

Llandudno has maintained its traditional and authentic charm. This Victorian seaside resort has much to offer its visiting guests. Take a leisurely walk along its promenade, or travel up to summit of the Great Orme where you'll be rewarded with incredible views of its surrounding mountains and coastal towns.

You'll also find that Conwy is very proud of its culture and history, and is often host to a number of cultural events throughout the year. Each year, you'll find an abundance of festivals, art galleries and local markets, which are primarily hosted in the name of supporting and displaying their local talent and produce.

If you're looking for somewhere to explore that is full of adventure and has also managed to maintain the rich history within its walls and buildings, Conwy offers its guests (and residents) all of this and more.

[\(http://www.conwy.com/\)](http://www.conwy.com/)



Job Advert

Cover Supervisor : Salary Range : G04 : £21,446 - £22,500

This is a temporary post of 32.5 hours per week, term time plus 5 days.

Closing date for applications : Friday February 13th 2026.

Start Date : March 2026

We seek to appoint an enthusiastic and motivated Cover Supervisor to support students across the school. They will work under the guidance of teaching staff to support learning in their classes and to implement work programmes with individuals or groups through the supervision of whole classes during the short term absence of teachers. They will be fully immersed in the life of the school and may also provide administrative support, as well as supporting students outside the classroom.

In return, we offer you:

- A strong commitment to professional development;
- A school with high aspirations and a genuine opportunity to make a difference;
- An opportunity to help shape teaching and learning and our alternative curriculum;
- A dedicated and supportive team of professional staff and governors;
- Strong links with other local schools for partnership working and support;
- A strong community spirit;
- A vibrant and interesting place to work.

This is an exciting time to join Ysgol Aberconwy, a mixed 11-to-18 comprehensive school of over 1000 pupils. Set in its own extensive campus on the banks of the beautiful River Conwy, the school is situated in the medieval town of Conwy on the North Wales coast adjacent to the Snowdonia National Park. As a PFI School, we are exceptionally well resourced and maintained, and we have developed a significant reputation locally for the quality of our pastoral care as well as our academic success. Numbers in the school have risen by 40% over the last five years in September, and we have developed specialist resource centres to support children with dyslexia, autism and other learning needs.



Job Description

POST: Cover Supervisor

SALARY RANGE: GO4

POSTHOLDER:

REPORTING TO: AHT

JOB PURPOSE

To work under the guidance of teaching staff to support learning in their classes and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers.

MAIN DUTIES

Support for Teachers and Pupils

- Supervising the students on work left in accordance with the school policy
 - Assisting in preparing the learning environment and the materials used therein
 - Assisting with the management of student behaviour to ensure a constructive working environment
 - Responding to students about the work that has been set
 - Collecting any work completed after the lesson and returning it to an agreed person/place
 - Leaving the room in good order at the end of the lesson
 - Supervising entry and departure of students in accordance with school policy
 - Recording and reporting attendance at lessons in accordance with school policy
 - Assisting in exam invigilation under the supervision of the examinations officer.
 - Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
 - Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
 - Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
 - Determine the need for, prepare and use specialist equipment, plans and resources to support pupils.
 - Provide general support to staff and pupils, including preparation and other routine maintenance of resources, equipment.
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Support for School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals in liaison with the teacher, to support achievement and progress of pupils.
- 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
- Assist in the supervision, training and development of staff.
- Implement planned supervision of pupils in and out of school hours including before and after school, and lunchtimes.
- Supervise pupils on visits, trips and out-of-school activities as required.
- Supervise pupils in a lesson for the planned absence of a teacher

REVIEW DATE/RIGHT TO VARY

This job description is not intended to be an exhaustive list of duties. Ysgol Aberconwy reserves the right, after appropriate consultation with you, to vary your duties and responsibilities within the parameters of your grade and occupational competence in order to respond to changes in the needs of the school.



Person Specific

Factor	Requirements	How Identified	Rank E – Essential D – Desirable
Knowledge & Skills	Knowledge of Microsoft Office.	AF/I/R	E
	Understanding of principles of child development and learning processes and, in particular, barriers to learning.	AF/I	E
	Excellent communication skills in both written and spoken English.	AF/I	E
	A commitment to keep knowledge and skills current.	AF/I	E
	Full working knowledge of relevant policies/code of practice and awareness of relevant legislation.	AF/I	D
Qualifications	Very good numeracy/literacy skills.	AF/I	E
	NVQ3 for Teaching Assistants or equivalent qualifications or experience.	AF/I	E
	Ability to self-evaluate learning needs and actively seek learning opportunities.	AF/R	D
Experience	Experience working with children of relevant age.	AF/I	E
	Working knowledge of National Curriculum and other relevant learning programmes.	AF/I	E
	Experience of working with pupils with additional needs.	AF/I	E
Contacts & Relationships	Work constructively and flexibly as part of a team, understanding classroom roles and responsibilities and your own position within these.	AF/I	E
	Ability to communicate with pupils effectively.	AF/I	E

AF: Application Form

I: Interview

R: Reference

V: Verification



Safeguarding Procedures

We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.)
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance
2. We only accept applications completed on the Conwy application form with a covering letter. Please do not send CVs or open testimonials. More detail about the content of applications is provided in this pack below.
3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
5. When seeking references, we will request information about your suitability to work with children.
6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.
7. As a local authority, Conwy is committed to safeguarding children and vulnerable groups. All Council employees are expected to be aware of the Corporate Safeguarding Policy and their responsibility to report any concerns in the appropriate manner and timescales.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.



Application Procedures

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees.

Please note that section 12 on the form (Additional information to support your application) which can be completed on a separate sheet if you prefer, should include the following information:

- a. A brief outline of what you have achieved in your present post
- b. A statement about why you want this job.
- c. An indication of the strengths and expertise you could offer the school.

All points should address the detail in the person specification and other points made within this information pack.

Candidates are kindly requested not to submit a CV instead of the application form. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned to Mr Ian Gerrard (Headteacher) c/o Lynn Jones, to arrive **no later than midday on Friday February 13th**

Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please note that we will only consider applications submitted on Conwy's application form.

Interviews will take place during the week commencing **Monday 23rd February**. If you have not heard from us within two weeks of this date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school.

Please note that we are happy to arrange informal visits for prospective candidates before short-listing has taken place, also if you wish to have an informal discussion about the post in advance of your application, or if you require any further details, please contact Lynn Jones, the Headteacher's PA.

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