

Job Title: Cover Supervisor**Location:** Holy Trinity Church of England School, Crawley, UK**Salary:** West Sussex Grade 6 + Crawley Fringe Allowance; £15.84**Contract Type:** Casual**Working hours:** Flexible, as required between 8:30 – 15:30

- Are you passionate about supporting young people to achieve their full potential?
- Do you want a flexible role that fits around other commitments?
- Do you thrive in a fast-paced environment where no two days are the same?
- Are you confident, resilient and able to build positive relationships with young people?

If so, we would love to hear from you.

About Holy Trinity Church of England Secondary School

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links, situated between Croydon and Brighton on the M23 corridor. There are excellent rail connections to London Victoria, East Croydon, Haywards Heath and Brighton, alongside a comprehensive local bus network. The school also operates a staff minibus service serving Ifield, Crawley and Three Bridges stations at the start and end of the school day.

Rooted in Christian values, our ethos is underpinned by four key elements: Dignity, Community, Wisdom and Hope. We are dedicated to inspiring every student and providing an environment where they can excel both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community.

The Role

The successful candidate will supervise classes during the short-term absence of teaching staff, ensuring that students remain engaged with their learning and that high standards of behaviour and conduct are maintained.

Induction and training will be provided, enabling the successful candidate to develop the skills and confidence required to support students effectively.

This casual Cover Supervisor role offers an excellent level of flexibility, making it ideal for individuals who are not looking to commit to fixed weekly hours. Whether you are balancing family commitments, studying, semi-retired, or looking to gain experience before moving into

teaching or another education role, this position allows you to work on an as-needed basis while making a real difference to students' learning.

The role provides valuable experience working in a secondary school environment and is particularly well suited to aspiring teachers, graduates, former education professionals, or those seeking flexible and rewarding employment.

Key Responsibilities

Classroom Supervision

Supervise classes in the absence of teaching staff, ensuring students remain on task and complete the work provided.

Behaviour Management

Maintain high standards of behaviour in accordance with school policies and procedures.

Student Support

Develop positive professional relationships with students and provide appropriate support to enable successful learning.

Essential Qualifications and Experience

- Good qualifications to at least GCSE level (or equivalent), including strong written English.
- Good IT skills and confidence using technology-based systems.
- Experience of working with young people, either in education or community settings.
- Excellent communication and interpersonal skills.
- The ability to build positive professional relationships with students.
- Flexibility, resilience and a willingness to supervise lessons across a range of curriculum subjects, including outdoor sports.
- An understanding of, and commitment to, safeguarding and promoting the welfare of children and young people.

Why Join Us?

Supportive Environment

Work within a welcoming and collaborative staff team that values professional development and wellbeing.

Career Development

An excellent opportunity for individuals considering a future career in teaching or education.

Meaningful Impact

Play a key role in supporting students' learning and maintaining continuity in their education.

Values-Driven School

Join a school community built on dignity, community, wisdom and hope.

Enjoy the flexibility of casual work with no fixed weekly hours. You can accept work when available and when it suits your availability, making this role ideal for those seeking a better work-life balance or looking to complement other commitments.

How to Apply

To apply, please complete the application form available on our website and submit it to:
hr@holytrinitycrawley.org.uk

For further information about the role, please contact HR using the email address above.

Closing Date: 9am Wednesday 2nd September 2026

Interview Date: To Be Confirmed

Please note: The closing date is provided as a guide only. Applications may be reviewed upon receipt and suitable candidates may be invited to interview before the closing date. Early applications are therefore encouraged.

Safeguarding Statement

Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be subject to an Enhanced Disclosure and Barring Service (DBS) check and other appropriate pre-employment checks.